

NoRTEC



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NoRTEC

2002 – 2003 Occupational Outlook

Del Norte • Lassen • Modoc • Plumas • Siskiyou
Tehama • Trinity Counties

***OCCUPATIONAL OUTLOOK
&
TRAINING DIRECTORY***

***DEL NORTE, LASSEN, MODOC, PLUMAS, SISKIYOU, TEHAMA & TRINITY COUNTIES
2002 - 2003***

A PRODUCT OF

The California Cooperative Occupational Information System

SPONSORED BY

Northern Rural Training & Employment Consortium (<http://www.nortec.org>)

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AREA PROFILE

Del Norte is the northernmost coastal county of California. The 1,003 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco and 330 miles south of Portland, Oregon.

The climate of Del Norte County is mild along the coast, becoming more severe inland. In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July. Average annual rainfall in the Crescent City area is 70 inches.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing and hiking are important recreation activities along the rugged coastline, within the redwood forests, and along the Smith and Klamath Rivers of Del Norte County.

Earnings are generated by the Pelican Bay State Prison, tourism, and by exportation of agricultural products and fish. One of the county's major resources lies in the forest, which covers over 90 percent of the county's land area. Land uses for agricultural purposes are located in the Smith River Plain area in the northern part of the county and Klamath River Delta in the southern part of the county. Although the biggest share of the agricultural land is pastureland, ornamental plants and bulbs are the major dollar-volume agricultural products grown in the Smith River Plain. Livestock feed crops and livestock pastures are the major agricultural uses of the Klamath River Delta region.

The major transportation facilities in the region are U.S. Highway Route 101, State Route 199, and Crescent City harbor. A small airport is located in Crescent City with air service for freight and some passenger scheduling.

As of January 1, 2002, it is estimated that Del Norte's population is 27,850, an increase of 0.7% over the previous year's revised estimate of 27,650. This rate is lower than California's population growth rate of 1.9% over 2001.

Lassen County was created from parts of Plumas and Shasta counties on April 1, 1864. Lying on the eastern slope of the Sierra Nevada Mountains, the county is located 280 miles northeast of San Francisco. It is primarily a mountainous region, extending from Lassen Volcanic National Park east to the Nevada boundary and north to Modoc County. The county seat and largest urban area in the county is Susanville.

The county is richly vested in natural resources, which support its primary dollar-volume activities of lumber production and recreation-tourism. The county's major manufacturing industry, lumber and wood products, employs nearly all of the county's manufacturing workers. Government is the largest employer in the county, accounting for about 50 percent of the total nonagricultural wage and salary employment in 1990. Trade, services, and manufacturing are the next three largest industry groups.

The transportation center of Lassen County is the Susanville district of the northwest portion of Honey Lake Basin. The north-south

route, U.S. 395, passes through the Honey Lake lowland. Connecting Susanville with Red Bluff in the Sacramento Valley to the west is State Highway 36.

Two routes, State Highways 44 and 139, lead from Susanville to the forest regions, which cover most of the western portion of the county.

The Southern Pacific Railroad serves the eastern part of the county, while the Western Pacific and Great Northern Railroads extend across the western portion to meet at Bieber. Several local logging railroads also serve the important lumber industry. In addition, there are airports in Susanville, Westwood, Bieber, Hurlong, and Spaulding.

Lassen County spreads across 2,910,080 acres of land. This area is largely part of the large volcanic plateau of northeast California. Minimum elevations are about 4,000 feet, and many peaks exceed 7,500 feet. Large parts of the county are included in Lassen, Plumas, Toiyabe, and Modoc National Forests. The southeastern portion contains the Honey Lake Plain, which is part of the Great Basin. The country's northwestern corner is drained by the west-flowing Pit River. The Susan River drains the southern part and flows east into the Honey Lake Basin. Although the surface is dry, the porous volcanic rock, which underlies most of the county, contains many underground water flows, which feed lakes and streams.

Lassen National Forest covers a wild, mountainous area of volcanic origin. A portion of Lassen Volcanic National Park lies in the southwest part of the county. Scattered throughout the region are many lakes and camping spots; the most popular of which is Eagle Lake, the second largest natural lake wholly in California.

As of January 1, 2002, it is estimated that Lassen County's population is 34,200, a decrease of 0.3% over the previous year's revised estimate of 34,300. This rate is lower than California's population growth rate of 1.9% over 2001.

Modoc County was created from the eastern section of Siskiyou County on February 17, 1874. Located in the northeast corner of California, it is a rectangular area of some 4,000 square miles. Modoc County's topography consists of forests, lake basins, mountain ranges, valleys, and volcanic deposits.

The principal economic resources of the county are its forests, agricultural lands, and recreation—tourism. The local economy is moderately seasonal in nature, with unemployment reaching a peak during winter months when inclement weather hampers outdoor activities.

The principal route through Modoc County is U.S. highway 395. This route passes through Alturas, the county seat and largest urban area in the county, and crosses the eastern part of the county, from north to south. Running east-west, State Highway 299 crosses U.S. Highway 395 at Alturas and turns southwest at Canby. From Canby, State Highway 139 takes travelers northwest to Tule Lake, a wildlife refuge near Lava Beds National Monument. The Southern Pacific and Great Northern Railroads serve the principal communities in the county and adjacent parts of Oregon and Nevada. Airports are in Alturas, Cederville, and Fort Bidwell.

Modoc County is composed of a series of mountain ranges and valleys in which elevations vary from a lowpoint of 4,300 feet, to 9,934 feet at Eagle Peak in the Warner Mountains. The western portion of the county is part of the Modoc Plateau, which has many volcanic deposits and lake basins. Near the eastern edge are the north-south Warner Mountain Range and Surprise Valley. Much of the county is included in the Modoc and Shasta National Forests.

The major river in Modoc County is the Pit River. Although the surface of much of its watershed is dry, the porous volcanic rocks hold water from the sparse rain and snowfall in channels, lakes, and springs. These make the flow of the Pit River more regular than that of any other river in the State. They also make it almost ideal for hydroelectric power generation.

Because much of Modoc County is national forest land, opportunities to hunt and fish are plentiful. The southern and eastern sections are particularly noted for deer hunting in the lowlands and marshes. Quail and pheasant are abundant. Clear Lake National Wildlife Refuge is in the northern part of the county. In addition, winter sports may be enjoyed at Cedar Pass.

As of January 1, 2002, it is estimated that Modoc County's population is 9,350, a decrease of 0.5% over the previous year's revised estimate of 9,400. This rate is lower than California's population growth rate of 1.9% over 2001.

Located in northeastern California where the Cascade and Sierra Nevada Mountain Ranges meet, beautiful **Plumas County** extends over towering mountain peaks, timbered hills and fertile valleys. The county lies about 150 miles northeast of Sacramento and 80 miles west of Reno, Nevada. Two major highways traverse the county; Highway 70, running east-west, and Highway 89, running north-south.

Much of Plumas County is rugged, with steep mountainous terrain falling to narrow river canyons. Broad, rich mountain valleys are also characteristic. Elevation in the county reaches from 1,800 to over 8,000 feet.

An average annual precipitation of 40 inches keeps the county's many rivers, streams and fish-laden creeks filled with water throughout the year.

Winters are chilly but often sunny, with an annual average snowfall of 38 inches. January temperatures range from about 23 degrees Fahrenheit (F) to a high of about 45 degrees F. The days are warm or hot during the summer, with July temperatures varying from nighttime lows of about 43 degrees F to daytime highs of about 88 degrees F.

Almost 70 percent of Plumas County's 1,675,780 acres are publicly owned, chiefly under control of the U.S. Forest Service. The extensive national forests and other public lands are rich in minerals, wildlife, timber, and recreational opportunities that attract many tourists, especially during the summer and autumn months. The economy of the county is geared to the cutting, harvesting and finishing of lumber and other forest products and to the care and servicing of its many seasonal visitors.

As of January 1, 2002, it is estimated that Plumas County's population is 21,000, an increase of 0.7% over the previous year's revised estimate of 20,850. This rate is lower than California's population growth rate of 1.9% over 2001.

Siskiyou County, the middle one of the three most northerly California counties, extends 70 miles southward from the Oregon border and stretches 120 miles from east to west. The western half of the county is dominated by mountain peaks and canyons, and the eastern half by lava plateaus and mountain ranges. The moderate weather in Siskiyou County's central valleys affords a favorable climate for livestock, field and truck crops. Abundant winter snow attracts visitors who enjoy snow skiing and other snow sports, and also supplies ample irrigation water from the mountains and underground storage basins. The county's mountains are covered with dense stands of ponderosa and sugar pines, Douglas and white firs, and incense cedar. Scenic landscapes, a variety of game, numerous mountain lakes and streams, and many campsites, attract hunters, fishermen and campers.

Siskiyou County's rich natural resources support its primary dollar-volume producers, lumber, recreation, and tourism. The activity levels of these industries have a strong affect on the area's employment trends, although government agencies provide the largest number of jobs to area residents.

The county contains 4,038,843 acres, two-thirds of which is public land, predominantly in the Klamath National Forest. Interstate 5 and Highway 97 run north and south through the county, while State Highways 89 and 96 travel east and west. Railroads, bus lines, and numerous truck lines serve the area. Presently, there is no scheduled major airline service to the county.

As of January 1, 2002, it is estimated that Siskiyou County's population is 44,450, a decrease of 0.4% over the previous year's revised estimate of 44,650. This rate is lower than California's population growth rate of 1.9% over 2001.

Situated in the northern part of the Sacramento Valley, **Tehama County** consists of a broad, low alluvial plain, bordered on the east by the Sierra Nevada and on the west by the Pacific Coast Mountain Ranges.

The Sacramento River divides the county, running from north to south. The water of the Sacramento River supports many agricultural activities. Rich Tehama bottomlands produce a large percentage of the State's almonds, walnuts, and prunes. Olives, peaches, strawberry plants and various grain crops are also grown in the favorable climate. With an abundance of good pasture and rangeland, Tehama County is a very important part of the cattle and sheep industry in northern California.

Red Bluff, the county seat located by Interstate 5, serves as a countywide trade area. A network of feeder roads link with Interstate 5, providing the county's manufacturing, agricultural and transportation industries with easy access to vital West Coast markets.

Tehama County, with its extremes in elevation (ranging from 170 to 8,083 feet) and its warm summers and mild winters, is ideal for the outdoor enthusiast. The county's foothills and highlands abound with deer and game birds, making them a delight for the hunter.

As of January 1, 2002, it is estimated that Tehama County's population is 56,900, an increase of 1.4% over the previous year's revised estimate of 56,100. This rate is lower than California's population growth rate of 1.9% over 2001.

Trinity County, one of California's original counties established by the legislature of 1850, is nestled in the mountains of northwestern California. Elevation in the county ranges from its lowest point near Salyer at 600 feet, to its highest, 9,038 feet at Mt. Eddy.

Trinity County is a land of extremes, dominated by rugged mountains, small valleys and streams. The northeastern portion of the county is a vacationer's wonderland. The expanse of Trinity Lake (also known as Clair Eagle Lake) contrasts with tiny creeks and brooks throughout the county.

The county's forests support the lumber and wood processing industry and, because of its wildlife and recreation areas, tourism. These industries continue to be the county's largest moneymakers despite recent environmental concerns that reduced the level of timber harvesting.

As of January 1, 2002, it is estimated that Trinity County's population is 13,100, an increase of 0.8% over the previous year's revised estimate of 13,000. This rate is lower than California's population growth rate of 1.9% over 2001.

Source: Employment Development Department/Labor Market Information Division
California State Department of Finance/Demographic Research Unit

WHO ARE WE?

The Northern Rural Training & Employment Consortium (NoRTEC) is a Special District formed by a Joint Powers agreement between nine rural Northern California Counties (Butte, Del Norte, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties). NoRTEC is governed by a thirty-one member Workforce Investment Board and a nine-member Governing Board. NoRTEC administers federal and state job training funds, which are subcontracted by NoRTEC to local entities in the nine-county consortium for local service delivery.

MISSION STATEMENT

NoRTEC is in business to provide locally operated public employment programs. It is the intent of NoRTEC to:

- Encourage better use of resources through coordination and integration of goods and services.
- Make education, job training, and employment services universally available and accessible to all residents in the NoRTEC consortium counties.
- Assist partner staff in their efforts to continually improve the quality of local programs and services.
- Increase regional access to information and enhance our ability to communicate through increased automation capacity and Internet connectivity.
- Assist with local business expansion, retention, maintenance and general enhancement.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Private Industry Council of Butte County -- a member county of NoRTEC -- and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership, initiated in 1986, is known as the California Cooperative Occupational Information System (CCOIS).

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity Counties. This year's report is comprehensive. You will find summaries of 60 occupations surveyed during the period from April – October of 2000, 2001, and 2002, respectively. Additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. It is a partnership of state and local agencies that produces local occupational and labor market information. The CCOIS is a statewide program that is operational at 35 sites that represent 58 counties throughout California. The local agencies, referred to as *local partners*, consist of Workforce Development Boards, local Workforce Investment Boards and other workforce investment agencies, and economic development agencies. At the state level, the Employment Development Department provides technical and financial assistance to the local partners and administers the CCOIS under the advisement and policy guidance of the California Career Resources Network (CalCRN). The CalCRN is California's designated representative to America's Career Resource Network (ACRN).

The *2002/2003 NoRTEC Occupational Outlook & Training Directory* is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title *Occupational Outlook* and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a wide array of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

STATE AND FEDERAL LEGISLATIVE MANDATES

Information produced and available through the CCOIS satisfies major federal and state statutory mandates.

The Senate Labor and Human Resources Committee believes labor market information is an essential structural element supporting all other programs and services under the *Workforce Investment Act of 1998 (WIA)*. Under WIA, a national employment statistics system is established, which is to be planned, administered, overseen, and evaluated through a cooperative governance structure involving the Department of Labor and the States. It requires the Secretary of Labor, through the Bureau of Labor Statistics, and in cooperation with the states, to prepare an annual plan to manage the nationwide system.

The *Welfare to Work Act of 1997 (CalWORKs)* establishes welfare reform in California. The previous program that entitled recipients to aid with few limits is replaced. The new program assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and regards personal responsibility and accountability by recipients; fosters a “Work First” attitude by strict work requirements; and gives counties the flexibility they need to meet recipients’ needs. The continuing nature of the CCOIS program enables the NoRTEC populace to acquire the most recent local labor market information to assist recipients as they transition from welfare to work.

Section 10533 of the *California Unemployment Insurance Code (CUIC)* requires the EDD to operate the CCOIS as the primary component of a comprehensive labor market and occupational supply and demand information system. The law states that the CCOIS shall serve as a primary source for local and statewide occupational information, and shall be available in all areas of the state. This law specifically requires the CCOIS to produce statistically valid occupational analyses for local job training and education programs, and it must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys of recruitment practices, job qualifications, earnings and hours, and advancement and outlook.

In its annual plan to the Governor and Legislature regarding employer’s demand for trained workers and changes in the State’s economy, the Employment Training Panel is required by law to review labor market information provided by the CCOIS.

The *Wagner-Peyser Act*, which created the Job Service, provides that each state shall maintain an effective labor market information service, through which it shall provide for the collection, analysis, and dissemination of current labor market developments, employment trends, and employment opportunities.

The *Carl D. Perkins Vocational and Applied Technology Education Act* was established to meet the urgent needs for training, retraining, and employment development of adults. A key element in this legislation is the requirement that careful analyses be made of current labor market conditions, including a determination of future labor market needs. The amendments of 1990 call for greater use of labor market information to support the state plans of employment and training services and the objectives of vocational education.

Thus, the CCOIS contributes to the state’s compliance with laws requiring accurate, reliable, current, and localized labor market information. Since 1986, the program has consistently demonstrated its success in addressing the need for better information for career guidance and training planning.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational Forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational Selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations that are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, private businesses, educational institutions, the PIC, and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 60 published within this report.
- **Questionnaire Development:** Specific information needs for each occupation are determined, and questionnaires are developed to respond to local information needs.
- **Sample Selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer Survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers are re-contacted for clarification as needed.
- **Data Entry and Tabulation:** Completed surveys are reviewed and the responses entered into a CCOIS database, which generates basic data tabulations.
- **Written Analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 60 occupations surveyed.
- **Report Distribution:** The written analysis may be presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. This report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, the library systems throughout the Consortium, and various other social service agencies.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 2002/2003 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

OCCUPATIONAL TITLES, CODES AND DEFINITIONS

Most occupations surveyed in this report have a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles. A few occupational definitions not identified with an OES code usually reflect an attempt to survey an occupation that the OES system either doesn't identify or doesn't define sufficiently. Because of the lack of OES projections data, these "Non-OES" occupational surveys sometimes lack the reliability of a standard OES occupational survey.

EMPLOYER REQUIREMENTS

- **Education and Training & Experience:** Survey responses to questions regarding education, training, and work experience needed to obtain employment are summarized here. Employers are asked for the level of education that the firm requires for the survey occupation. Additionally, employers are asked if they require work experience and what type of experience is required. When appropriate, occupational summaries may be supplemented by State requirements from the most recent

publication of the *California Professional & Business License Handbook, August 1999.*

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

The terms used in this section and throughout the report to describe for occupations studied are as follows:

All: 100% of survey responses

Almost All: 80% up to but not including 100%

Most: 60% up to but not including 80%

Many: 40% up to but not including 60%

Some: 20% up to but not including 40%

Few: less than 20% of the survey responses

- **Skills and Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed, and skills important for career advancement. As skills are widely recognized as being transferable in nature, employers' responses are supplemented--when appropriate--with skills from the Occupational Information Network (O*NET) Online, a comprehensive database of worker attributes and job characteristics. O*NET is being developed as

a timely, easy-to-use resource that supports public and private sector efforts to identify and develop the skills of the American workforce. Additionally, employer-specified skills provided by LMID are also included in this section.

WAGES AND BENEFITS

- **Wages:** The purpose of this section is to report the approximate wage ranges and medians for the occupations and to provide a rough measure for comparing the wages of various occupations. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons who have had at least three years of experience in the occupation with that employer.

One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percent of union employment is from 20% to 80% and there is no violation of confidentiality.

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

- **Hours Worked:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. If

distribution is less than 20%, it is considered negligible for the purposes of this section, thus generally not reported.

- **Benefits:** This section presents the types of fringe benefits employers offer. Information is presented on the percentage of employers providing each of the benefits to their employees, identifying who pays the benefit (employer paid, shared cost, or employee pays all) for full-time employees. When part-time employment is a significant percentage of the occupational total (20% or more), this breakdown is reported.

EMPLOYMENT TRENDS

- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

The following terms are used to describe the difficulty in finding applicants:

Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.

Moderately Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers

may have some difficulty finding qualified applicants at times and applicants may find moderate competition in their job search.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

- **Recruitment Methods:** Employers are asked to indicate their most successful hiring methods.
- **Turnover** is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the difference between the total reported number of employees among firms responding to the survey and the number of new hires during this period.

It is determined that turnover terms are arbitrary in nature. Therefore, occupational summaries will include only turnover percentages based on useable surveys—leaving judgments to the report reader as to their meaning.

- **Size of Occupation & Projections:** This section presents the seven-year growth and job openings projections provided through the LMID OES program. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the consortium. For occupations studied in the NoRTEC area in 2000, the following scale is used to measure occupational size:

Small	Less than 87
Medium	87 - 173
Large	174 – 376

Very Large 377 and above

For occupations studied in 2001 and 2002, the following scale is used to measure occupational size:

Small	Less than 88
Medium	88 - 174
Large	175 - 379
Very Large	380 and above

Occasionally, LMID projection data may differ from the data employers provide. The data are different because occupational projections reflect historical trends so that the future is expected to be like the past. The growth or decline in occupational projections is a factor of the growth or decline in industries.

- **Gender:** This section presents the distribution of male and female employees as reported by firms responding to this survey.
- **Growth Trends:** This is an overview of projected new job growth rates (7.7% for period 1997 – 2004, and 9.1% for period 1999 - 2006) in relation to the overall new job growth rate for the consortium. The following terms are applied to the occupational growth trends in the NoRTEC counties:

Much faster than average:	1.50 times average or more
Faster than average:	1.10 to but not including 1.50 times average
Average:	0.90 to but not including 1.10 times average
Slower than average:	0.10 to but not including 0.90 times average

No Significant Change	-0.10 to but not including 0.10 times average
Slow Decline	less than -0.10 times average

- **Where the Jobs Are:** This section identifies the major employing industries for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are industry staffing patterns generated by LMID.

OTHER INFORMATION

- **Alternative Job Titles:** This section lists other job titles used by employers that meet the standard occupational definition.
- **Related DOT Code:** The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.
- **Promotional Opportunities:** Employers are asked whether or not they promote employees to a higher-level position. If so, we seek the occupational titles to which they may be promoted.
- **Employers Responses:** Displays the number of useable surveys received from the employer community and their total number of employees represented for the specific occupation.

- **Unionization and Collective Bargaining:** Employers surveyed are asked if the wages for employees in the occupation are subject to a collective bargaining or union agreement.

OCCUPATIONAL
SUMMARIES

ACCOUNTANTS AND AUDITORS**OES 211140**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Some indicate they require an associate's degree. Most employers report they require technical or vocational training prior to hire.

Experience: Among those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months of accounting, bookkeeping, banking, or related fiscal experience.

Skills and Qualifications:

Able to use mathematics to solve problems
 Able to know how to find information and identify essential information
 Able to identify the nature of problems
 Able to find ways to structure or classify multiple pieces of information
 Able to understand written sentences and paragraphs in work documents
 Able to determine the long-term outcomes of a change in operations
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to assess how well one is doing when learning or doing something
 Able to weigh the relative costs and benefits of a potential action
 Able to look at many indicators of system performance, taking into account their accuracy
 Able to determine how money will be spent to get the work done, and accounting for these expenditures

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$8.00 - 19.18	\$6.97 - 12.00	\$13.59	\$8.26
New Hires, W/ Experience	\$8.00 - 14.03	\$6.97 - 15.24	\$10.00	\$11.38
After Three Years W/ Firm	\$10.00 - 16.21	\$10.00 - 17.67	\$15.00	\$13.53

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Accountants and Auditors work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	40%	0%
Dental Insurance	40%	40%	0%
Vision Insurance	40%	27%	0%
Life Insurance	53%	7%	7%
Sick Leave	87%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	47%	40%	7%
Child Care	0%	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Accountants and Auditors**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads and in-house promotion or transfer.

Employer Responses: 15 employers, representing 47 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 220 - 240 (Large)

Gender: Employers responding indicate 26% of workers are male, 74% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing at an average rate. The average new job growth rate all occupations in the consortium is 9.1%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Many expect growth over this period.

WHERE THE JOBS ARE

Accounting, Auditing, & Bookkeeping	19.8%
Government	18.5%
Educational Services	11.8%
Hotels, Rooming Houses Camps & Other Lodging	4.6%
Lumber & Wood Products, Except Furniture	3.0%
Electric Services	2.1%
Residential Building Construction	2.1%
Individual & Family Services	2.1%
Grocery Stores	1.7%
Hospitals	1.7%
Eating & Drinking Places	1.3%
Groceries & Related Products	1.3%
Real Estate Operators & Lessors	1.3%
Other	28.7%

OTHER INFORMATION:

Alternate Job Titles: Staff Accountant, Certified Public Accountant

Related DOT Code: 160.162-018, 160.162-010, 160.162-026, 160.167-038, 160.167-034, 160.167-054, 161.117.010

Promotional Opportunities: May be promoted to fiscal auditor, controller, or administrator

Turnover: Among employers surveyed, the rate is 17.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers surveyed report their employees are unionized.

ADMINISTRATIVE SERVICES MANAGERS**OES 130140**

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department for businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Does not include Procurement Managers or Managers who spend less than 80% of their time in administrative services.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Many indicate they require at least an associate's degree. Some report they require a bachelor's degree or higher. Many employers indicate they require technical or vocational training prior to hire.

Experience: Of those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 60 months of administrative, fiscal, personnel, or related management experience.

Skills and Qualifications:

- Able to communicate effectively with others in writing as indicated by the needs of the audience
- Able to adjust one's actions in relation to others' actions
- Able to weigh the relative costs and benefits of a potential action
- Able to motivate, develop, and direct people as they work, identifying the best people for the job
- Able to understand written sentences and paragraphs in work documents
- Able to talk to others to effectively convey information
- Able to manage one's own time and the time of others
- Able to use logic and analysis to identify the strengths and weaknesses of different approaches
- Able to know how to find information and identify essential information
- Able to identify the things that must be changed to achieve a goal
- Able to look at many indicators of system performance, taking into account their accuracy
- Able to make use of word processing and spreadsheet software

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.50 - 14.38	\$9.25
New Hires, W/ Experience	\$8.50 - 19.20	\$14.00
After Three Years W/ Firm	\$10.00 - 25.17	\$15.65

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Administrative Services Managers work full-time averaging 40 hours per week. Some work part-time at an average of 25 hours weekly.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>		<u>Employee Pays All</u>	
	FT	PT	FT	PT	FT	PT
Medical Insurance	60%	0%	20%	0%	0%	0%
Dental Insurance	60%	0%	20%	0%	0%	0%
Vision Insurance	47%	0%	20%	0%	0%	0%
Life Insurance	40%	0%	7%	0%	7%	0%
Sick Leave	80%	0%	7%	0%	0%	0%
Vacation	87%	0%	0%	0%	0%	0%
Retirement Plan	13%	0%	47%	0%	0%	7%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Administrative Services Managers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 62 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 150 - 160 (Medium)

Gender: Employers responding indicate 29% of workers are male, 71% are female.

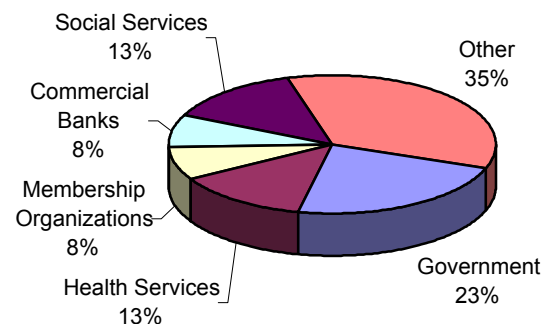
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 6.7%, which is growing slower than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Program Coordinator, Administrator, Program Director, Program Manager, Branch Manager

Related DOT Code: 189.167-030, 189.167-022, 162.117.014, 169.167-034

Promotional Opportunities: May be promoted to executive director, deputy director, area manager, or management position

Turnover: Among employers surveyed, the rate is 3.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

AMUSEMENT AND RECREATION ATTENDANTS**OES 680140**

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent prior to hiring an applicant for this occupation. Some indicate they require or prefer technical training prior to hire. Employers expressing such training report this being in the form of certification as a lifeguard or California service license.

Experience: Many employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 12 months of cashiering or amusement and recreation experience.

Skills and Qualifications:

Ability to talk to others to effectively convey information
 Actively looks for ways to help people
 Able to control operations of equipment or systems
 Able to obtain and see to the proper use of equipment, facilities, and materials needed to do certain work
 Able to listen to what people are saying and ask questions appropriately
 Able to make change
 Possession of a valid driver's license
 Telephone answering skills
 Good physical condition
 Ability to stand for prolonged periods
 Willingness to work with close supervision
 Ability to work independently
 Ability to use mathematics to solve problems
 Ability to read and follow instructions
 Ability to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 9.00	\$6.13
New Hires, W/ Experience	\$5.75 - 9.77	\$7.00
After Three Years W/ Firm	\$6.25 - 10.93	\$8.00

Hours Worked: Most Amusement & Recreation Attendants work seasonally averaging 27 hours weekly. Some work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	16%	21%	5%
Dental Insurance	5%	11%	0%
Vision Insurance	0%	11%	0%
Life Insurance	11%	0%	0%
Sick Leave	37%	0%	0%
Vacation	47%	0%	0%
Retirement Plan	11%	0%	0%
Child Care	0%	0%	0%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Amusement & Recreation Attendants**

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 19 employers, representing 123 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 280 - 340 (Large)

Gender: Employers responding indicate 50% of workers are male, 50% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

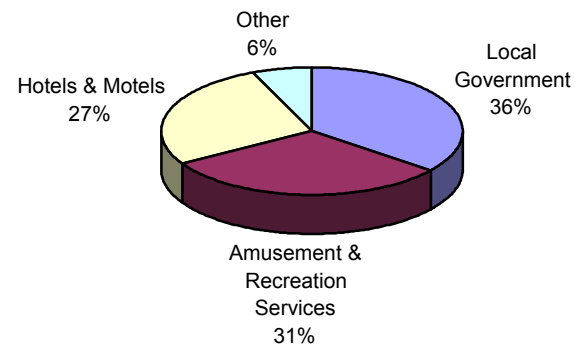
New jobs through 2004: 60

Separations to 2004: 50

Total Openings: 110

Growth Trends: The new job growth rate for this occupation is 21.4%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Activities Director, Lifeguard, Golf Course Attendant, Bowling Alley Attendant, Lift Operator, Horse Riding Attendant, Cardroom Attendant, Park Aide, Hostess/Host

Related DOT Code: 195.367-030, 340.367-010, 341.665-010, 341.683-010, 343.467-010, 341.367-010, 341.677-010

Promotional Opportunities: May be promoted to assistant manager, supervisor, cashier, park & recreation specialist, park ranger, pro shop manager, or clerical position

Turnover: Among employers surveyed, the rate is 20.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

ASSEMBLERS AND FABRICATORS -- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION OES 939560

Assemblers and Fabricators (except Machine, Electrical, Electronic and Precision) in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools, and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Some indicate they require technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience in various areas of assembly, such as carpentry, woodworking, or general construction.

Skills and Qualifications:

Good eye-hand coordination
Manual dexterity
Possession of good color perception
Able to stand continuously for 2 or more hours
Able to lift at least 60 pounds repeatedly
Able to work independently
Willing to work with close supervision
Able to perform routine, repetitive work
Possession of mechanical aptitude
Able to perform assembly work
Able to use and read a tape measure
Able to read blueprints and working drawings
Able to do arithmetic using fractions and decimals
Able to use hand tools and operate power hand tools
Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 11.40	\$8.00
New Hires, W/ Experience	\$6.50 - 14.00	\$9.36
After Three Years W/ Firm	\$7.00 - 16.00	\$13.40

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Among employers surveyed, all Assemblers and Fabricators work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	33%	0%
Dental Insurance	13%	27%	0%
Vision Insurance	7%	27%	0%
Life Insurance	33%	7%	7%
Sick Leave	20%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	13%	33%	0%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Assemblers and Fabricators**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 357 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 140 -- 170 (Medium)

Gender: Employers responding indicate 94% of workers are male, 6% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 30

Separations to 2006: 20

Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 21.4%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Millwork, Plywood & Structural Wood Members	33.1%
Miscellaneous Wood Products	11.8%
Miscellaneous Retail Stores	11.8%
Electronic Components & Accessories	4.1%
Concrete, Gypsum, & Plaster Products	3.6%
Hardware, Plumbing & Heating Equipment	3.6%
Machinery, Equipment, & Supplies	3.6%
Drugs	3.0%
Soap, Cleaners, & Toilet Goods	3.0%
Other	22.4%

OTHER INFORMATION:

Alternate Job Titles: Floor Assembler, Cabinet Assembler, Stove Installer, Utility Worker

Related DOT Code: 729.684-054, 762.684-066, 754.684-042, 762.684-010, 714.684-010, 806.684-010, 762.687-070

Promotional Opportunities: May be promoted to machine operator, supervisor, or general manager

Turnover: Among employers surveyed, the rate is 13.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

AUTOMOTIVE MECHANICS**OES 853020**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Many indicate they require or prefer 6 - 24 months of technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. Most, however, will accept training as a substitute for experience. They tend to hire applicants with 12 - 36 months of experience as an auto mechanic.

Skills and Qualifications:

Able to repair machines or systems using the needed tools
 Able to determine what is causing an operating error and deciding how to handle it
 Able to identify the nature of problems
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to install equipment, machines, wiring, or programs to meet specifications
 Able to determine the kind of tools and equipment needed to do a job
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Certified in Auto Service Excellence (ASE)
 Possession of a valid driver's license
 Able to work independently
 Emerging skills place an emphasis on computers and airbrakes

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 9.00	\$7.19
New Hires, W/ Experience	\$5.75 - 14.00	\$9.50
After Three Years W/ Firm	\$8.10 - 16.78	\$13.60

Hours Worked: Almost all Automotive Mechanics work full-time at an average of 41 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	27%	7%
Dental Insurance	33%	20%	0%
Vision Insurance	33%	0%	0%
Life Insurance	27%	20%	0%
Sick Leave	40%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	40%	13%	0%
Child Care	7%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Automotive Mechanics**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

Employer Responses: 15 employers, representing 62 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 390 - 430 (Very Large)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

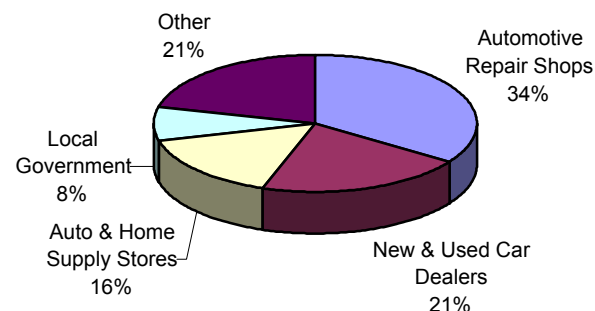
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	70
Total Openings:	110

Growth Trends: The new job growth rate for this occupation is 10.3%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Automotive Technician, Sales and Service, Technician, Mechanic, Lead Mechanic

Related DOT Code: 620.261-010, 620.261-012, 620.281-026, 620.281-038, 620.281-046, 620.281-062, 620.281-066

Promotional Opportunities: May be promoted to foreman, lead technician, assistant manager, or manager

Turnover: Among employers surveyed, the rate is 14.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS**OES 553380**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. This often takes the form of bookkeeping, business math, payroll processing, computer, or accounting classes.

Experience: All employers surveyed report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior bookkeeping, accounting, or auditing clerk experience.

Skills and Qualifications:

Able to use mathematics to solve problems
 Know how to find information and identifying essential information
 Able to find ways to structure or classify multiple pieces of information
 Able to understand written sentences and paragraphs in work documents
 Able to communicate effectively with others in writing
 Able to conduct an audit
 Able to perform routine, repetitive work
 Able to use spreadsheet, work processing, and database software
 Able to pay attention to detail
 Telephone answering skills
 Public contact skills/oral communication skills
 Able to work independently
 Willing to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 10.92	\$8.00
New Hires, W/ Experience	\$7.50 - 12.04	\$9.00
After Three Years W/ Firm	\$8.50 - 13.95	\$10.00

Hours Worked: Almost all Bookkeepers, Accounting & Auditing Clerks work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	63%	13%	0%
Dental Insurance	63%	0%	0%
Vision Insurance	50%	0%	0%
Life Insurance	63%	0%	6%
Sick Leave	75%	0%	0%
Vacation	69%	0%	0%
Retirement Plan	44%	25%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Bookkeepers, Accounting, & Auditing Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspapers ads, current employee referrals, and walk-in applicants.

Employer Responses: 16 employers, representing 34 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 810 - 810 (Very Large)

Gender: Employers responding indicate 18% of workers are male, 82% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	0
<u>Separations to 2004:</u>	90
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 0%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Government	15.1%
Educational Services	8.4%
Food Stores	8.1%
Lumber & Wood Products	6.2%
Auto Dealers & Gasoline Service Stations	5.7%
Health Services	4.4%
Accounting, Auditing, & Bookkeeping	3.3%
Eating & Drinking Places	2.6%
Drug Stores & Proprietary Stores	2.0%
Hotels & Motels	1.8%
Amusement & Recreation Services	1.6%
Residential Building Construction	1.4%
Real Estate Agents & Managers	1.4%
Auto Repair Shops	1.4%
Other	36.6%

OTHER INFORMATION:

Alternate Job Titles: Administrative Assistant, Accounts Receivable & Payable Specialist, Office Assistant

Related DOT Code: 210.380-046, 216.482-010, 216.382-022, 210.362-010, 210.382-014, 210.382-010, 210.382-010

Promotional Opportunities: May be promoted to assistant manager, office manager, fiscal assistant, chief fiscal officer, bookkeeping supervisor, or grants analyst

Turnover: Among employers surveyed, the rate is 17.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

BUS DRIVERS -- SCHOOL**OES 971110**

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Almost all indicate they require school bus driver training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of school bus driving, public bus driving, or truck driving experience.

Skills and Qualifications:

Able to control operations of equipment or systems
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Able to be aware of others' reactions and understand why they react the way they do
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to work independently
 Able to work under pressure
 Possession of valid Class B driver's license and good DMV driving record
 Able to handle crisis situations
 Automotive maintenance and minor repair skills
 Able to administer emergency first aid
 Able to perform cardio pulmonary resuscitation (CPR)
 Map reading skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 12.88	\$10.50
New Hires, W/ Experience	\$8.00 - 16.03	\$11.13
After Three Years W/ Firm	\$10.00 - 15.00	\$12.29

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many School Bus Drivers work full-time averaging 40 hours per week. Some work part-time at an average of 17 hours weekly.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>		<u>Employee Pays All</u>	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	7%	40%	53%	0%	0%
Dental Insurance	33%	7%	40%	53%	0%	0%
Vision Insurance	33%	7%	33%	53%	0%	0%
Life Insurance	47%	27%	0%	0%	13%	20%
Sick Leave	67%	40%	7%	13%	0%	7%
Vacation	67%	40%	7%	13%	0%	7%
Retirement Plan	20%	0%	53%	53%	0%	7%
Child Care	0%	0%	7%	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **School Bus Drivers**

Experienced applicants: Insufficient Data

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 154 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 170 (Medium)

Gender: Employers responding indicate 29% of workers are male, 71% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

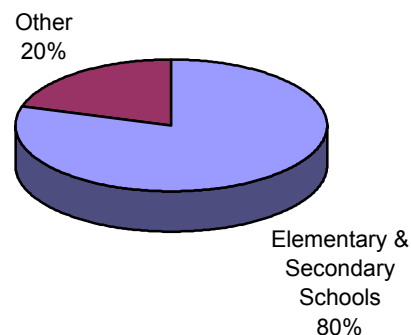
New jobs through 2006: 0

Separations to 2006: 20

Total Openings: 20

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: None Available

Related DOT Code: 913.463-010

Promotional Opportunities: May be promoted to lead bus driver, transportation director, head bus driver, supervisor, or other administrative position

Turnover: Among employers surveyed, the rate is 2.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

CARPENTERS**OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, none indicates a requirement for vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of experience as a carpenter, or other construction-related experience. Employers report 27 months as the average amount of experience.

Skills and Qualifications:

Installing equipment, machines, wiring, or programs to meet specifications
 Determining the kind of tools and equipment needed to do a job
 Repairing machines or systems using the needed tools
 Understanding written sentences and paragraphs in work related documents
 Controlling operations of equipment or systems
 Using mathematics to solve problems
 Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements to take corrective action
 Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work
 Analyzing needs and product requirements to create a design

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 10.00	\$7.75
New Hires, W/ Experience	\$8.00 - 20.00	\$12.00
After Three Years W/ Firm	\$10.00 - 25.00	\$18.00

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Carpenters work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	0%	20%	0%
Dental Insurance	0%	13%	0%
Vision Insurance	0%	13%	0%
Life Insurance	7%	0%	0%
Sick Leave	7%	0%	0%
Vacation	27%	0%	0%
Retirement Plan	0%	27%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Carpenters**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", walk-in applicants, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 7.0% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 440 - 510 (Very Large)

Gender: Employers responding indicate 98% of workers are male, 2% are female.

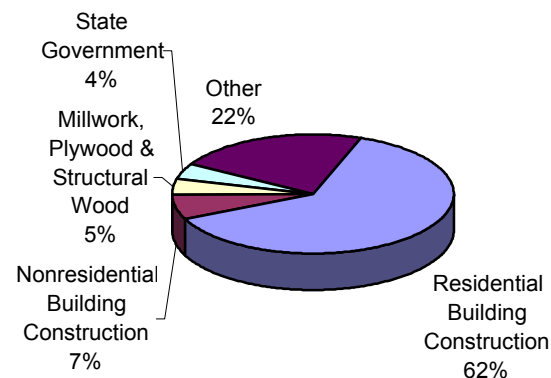
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	70
<u>Separations to 2006:</u>	90
Total Openings:	160

Growth Trends: The new job growth rate for this occupation is 15.9%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Framers

Related DOT Code: 860.381-022, 860.381-026, 860.381-042, 860.664-010, 860.681-010, 860.281-010

Promotional Opportunities: May be promoted to lead carpenter, foreperson, estimator, or supervisor

Employer Responses: 15 employers, representing 149 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: No. Employers responding indicate no unionization in this occupation.

CASHIERS**OES 490230**

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. No employer surveyed indicates a requirement or preference for technical or vocational training prior to hire. Almost all, however, express they will accept training as a substitute for work experience.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of cash handling experience.

Skills and Qualifications:

Record keeping skills
 Cash handling skills
 Grocery checking skills
 Able to follow check cashing procedures
 Able to operate a cash register
 Able to stand continuously for 2 or more hours
 Basic math skills
 Able to actively look for ways to help people
 Able to talk to others to effectively convey information
 Able to be aware of others' reactions and understand why they react the way they do
 Able to listen to what others are saying and ask questions appropriately
 Willingness to work with close supervision
 Able to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.50	\$5.88
New Hires, W/ Experience	\$5.75 - 7.00	\$6.50
After Three Years W/ Firm	\$6.25 - 9.00	\$7.50

Hours Worked: Many Cashiers work part-time averaging 26 hours per week. Many work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	20%	0%
Dental Insurance	20%	20%	0%
Vision Insurance	33%	7%	0%
Life Insurance	33%	13%	0%
Sick Leave	40%	0%	0%
Vacation	67%	0%	0%
Retirement Plan	33%	7%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Cashiers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, and newspaper ads.

Employer Responses: 15 employers, representing 278 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 2,240 - 2,550 (Very Large)

Gender: Employers responding indicate 17% of workers are male, 83% are female.

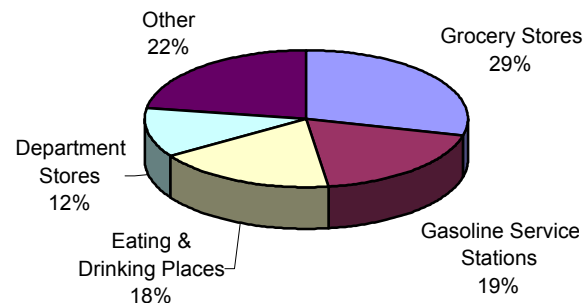
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	310
<u>Separations to 2004:</u>	830
Total Openings:	1,140

Growth Trends: The new job growth rate for this occupation is 13.8%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Checkers, Sales Associates

Related DOT Code: 211.362-010, 211.462-010, 211.462-014, 211.462-034, 211.467-010, 211.467-034, 249.467-010

Promotional Opportunities: May be promoted to assistant manager, manager, department head, service manager, payroll administrator, or new accounts position

Turnover: Among employers surveyed, the rate is 51.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

CHILD CARE WORKERS**OES 680380**

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent prior to hiring an applicant for this occupation. A few indicate they require an associate's degree. Some indicate they require technical or vocational training prior to hire. This typically takes the form of 12 units of early childhood education.

Experience: Most employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 24 months of experience as a child care worker, teacher's aide, or other child-related experience.

Skills and Qualifications:

Oral Communication skills
 Knowledge of early childhood development
 Musical skills
 Ability to administer first aid
 Possession of an Early Childhood Development Certificate
 Ability to write effectively and legibly
 Able to listen to what others are saying and ask appropriate questions
 Able to stand continuously for 2 or more hours
 Able to understand a variety of cultures
 Able to handle crisis situations
 Possession of a clean police record
 Able to exercise patience
 Able to work independently
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.50	\$5.75
New Hires, W/ Experience	\$5.75 - 8.00	\$6.50
After Three Years W/ Firm	\$5.75 - 10.50	\$8.50

Hours Worked: Many Child Care Workers work full-time at an average of 40 hours per week. Many work part-time averaging 22 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	24%	12%	0%
Dental Insurance	24%	6%	0%
Vision Insurance	18%	6%	0%
Life Insurance	6%	6%	0%
Sick Leave	35%	0%	0%
Vacation	35%	0%	0%
Retirement Plan	12%	6%	0%
Child Care	12%	6%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Child Care Workers**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and colleges & universities.

Employer Responses: 17 employers, representing 130 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 120 - 130 (Medium)

Gender: Employers responding indicate 15% of workers are male, 85% are female.

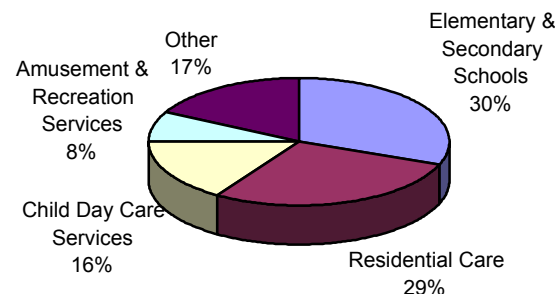
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	10
<u>Separations to 2004:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 8.3%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Child Care Aides, Child Care Provider, Child Care Teacher, Child Sitter, Child Care Giver

Related DOT Code: 355.674-010, 359.677-010, 359.677-018, 359.677-026

Promotional Opportunities: May be promoted to program coordinator, director, head teacher, or assistant director

Turnover: Among employers surveyed, the rate is 13.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

COMPUTER SUPPORT SPECIALISTS**OES 251040**

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to hiring an applicant for this occupation. Many indicate they require or prefer vocational or technical training prior to hire. This may be in the form of college classes, trade school courses, or other computer workshops.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 36 months of computer related experience.

Skills and Qualifications:

Able to utilize good teaching techniques
 Able to communicate technical information to non-technical staff
 Able to communicate with computer literate staff
 Able to analyze needs and product requirements to create a design
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to determine the cause of an operating error and resolve problem
 Able to use logic and analysis to identify the strengths and weaknesses of various approaches
 Knowledge of how to find information and identify essential information
 Knowledge of word processing, database, and spreadsheet software
 Able to keep abreast of technological changes
 Knowledge of networks and the Internet
 Able to write effectively and legibly
 Able to understand written sentences and paragraphs in work documents

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$13.00 - 15.59	\$14.25 - 14.25	\$14.30	\$14.25
New Hires, W/ Experience	\$5.75 - 16.78	\$8.17 - 15.71	\$13.13	\$12.81
After Three Years W/ Firm	\$8.00 - 19.90	\$9.01 - 17.31	\$14.75	\$13.57

Hours Worked: Almost all Computer Support Specialists work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	65%	12%	6%
Dental Insurance	65%	12%	6%
Vision Insurance	65%	12%	6%
Life Insurance	59%	6%	6%
Sick Leave	82%	0%	0%
Vacation	82%	0%	0%
Retirement Plan	59%	18%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Computer Support Specialists**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 17 employers, representing 55 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 90 - 170 (Medium)

Gender: Employers responding indicate 60% of workers are male, 40% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004: 80

Separations to 2004: 10

Total Openings: 90

Growth Trends: The new job growth rate for this occupation is 88.9%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are

Telephone Communications	27.5%
Computer & Data Processing Services	10.6%
Local Government	10.6%
Commercial Banks	8.5%
Hospitals	7.7%
Colleges & Universities	5.6%
Local & Suburban Transportation	4.2%
Elementary & Secondary Schools	3.5%
Other	21.8%

OTHER INFORMATION:

Alternate Job Titles: Computer Technician, Information Systems Technician, Internet Support Specialist, Technical Support Analyst, Technical Assistant, Network Administrator

Related DOT Code: 032.132-010, 032.262-010, 039.264-010

Promotional Opportunities: May be promoted to computer programmer, systems analyst, systems or network administrator, or supervisor.

Turnover: Among employers surveyed, the rate is 12.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

COOKS -- SHORT ORDER**OES 650350**

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Does not include cooks in fast foods establishments.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Few indicate a preference for vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience as a short order cook, preparation cook, or other food service experience.

Skills and Qualifications:

Able to pass a pre-employment medical examination
 Able to stand continuously for two or more hours
 Able to lift at least 30 pounds repeatedly
 Able to work independently
 Willing to work with close supervision
 Able to work under pressure
 Public contact skills
 Able to operate a cash register
 Food preparation skills
 Fry cooking skills
 Basic math skills
 Able to read and follow instructions
 Able to write legibly
 Oral communication skills
 Able to follow oral instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 6.75	\$6.50
New Hires, W/ Experience	\$6.25 - 8.00	\$7.00
After Three Years W/ Firm	\$7.25 - 10.00	\$8.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Short Order Cooks work full-time averaging 39 hours per week. Some work part-time at an average of 27 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	7%	0%	0%	7%	7%	0%
Dental Insurance	7%	0%	0%	0%	0%	0%
Vision Insurance	0%	0%	7%	0%	0%	0%
Life Insurance	7%	0%	0%	0%	7%	0%
Sick Leave	20%	0%	0%	0%	0%	0%
Vacation	40%	0%	0%	0%	7%	0%
Retirement Plan	0%	0%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Short Order Cooks**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 15 employers, representing 113 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 110 - 120 (Medium)

Gender: Employers responding indicate 64% of workers are male, 36% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

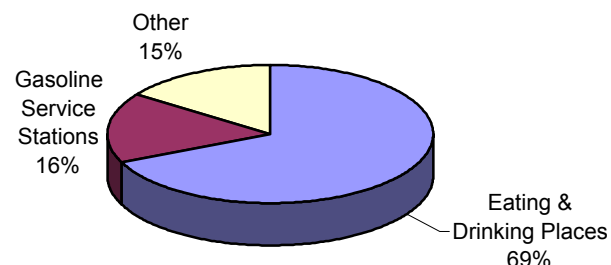
New jobs through 2006: 10

Separations to 2006: 20

Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 9.1%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Food Service Workers

Related DOT Code: 313.374-014

Promotional Opportunities: May be promoted to chef, shift leader, supervisor, assistant manager, or general manager

Turnover: Among employers surveyed, the rate is 44.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

CORRECTION OFFICERS AND JAILERS**OES 630170**

Correction Officers and Jailers guard inmates in penal or rehabilitation institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require a high school diploma or equivalent. Many indicate they require vocational or technical training prior to hire. Employers report a range of training between 2 - 16 months, with an average of 7 months.

Experience: Many employers report they prefer work experience in this occupation. They report hiring applicants with 12 - 36 months of the following experience: correction officer or jailer, social services, juvenile hall or other law enforcement experience. Employers report 17 months as the average amount of experience.

Skills and Qualifications:

Ability to observe, remember, and record events accurately
 Ability to learn, interpret, and enforce jail rules, regulations, and other policies with firmness, tact, and impartiality
 Effectively control, direct, and instruct inmates, individually and in groups
 Ability to make quick, effective, and reasonable decisions in emergencies
 Able to take appropriate action, including the physical restraint of violent inmates
 Promote acceptable attitude and behavior of inmates while in confinement
 Meet and maintain standards of physical endurance and agility
 Proper use and care of firearms and other law enforcement equipment
 Able to learn and properly use standard broadcasting procedures of a police radio system

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.16 - 13.81	\$12.68
New Hires, W/ Experience	\$11.44 - 16.16	\$13.00
After Three Years W/ Firm	\$13.12 - 22.74	\$14.97

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Correction Officers and Jailers work full-time time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	25%	75%	0%
Dental Insurance	25%	75%	0%
Vision Insurance	42%	50%	8%
Life Insurance	42%	33%	8%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	50%	50%	0%
Child Care	0%	0%	8%

*Percentage is based on 12 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Correction Officers and Jailers**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and the Internet.

Turnover: Among employers surveyed, the rate is 11.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 1,830 - 2,290 (Very Large)

Gender: Employers responding indicate 83% of workers are male, 17% are female.

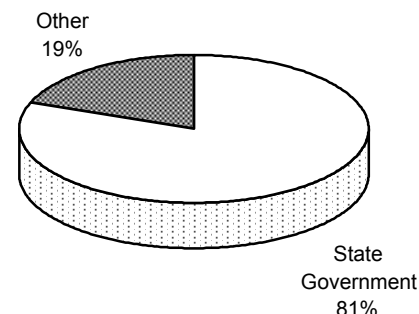
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	460
<u>Separations to 2006:</u>	390
Total Openings:	850

Growth Trends: The new job growth rate for this occupation is 25.1%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. All employers surveyed project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Patrolmen

Related DOT Code: 372.667-018

Promotional Opportunities: May be promoted to sergeant, deputy sheriff, correctional officer supervisor

Union/Collective Bargaining: Yes. Of those surveyed, all employers responding indicate their employees are unionized.

Employer Responses: 12 employers, representing 2126 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

COUNTER AND RENTAL CLERKS**OES 490170**

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Of employers surveyed, none indicate a requirement for vocational or technical training prior to hire.

Experience: Most employer report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 48 months of experience as a counter and rental clerk, teller, customer service representative, or other retail experience. Employers report 14 months as the average amount of experience.

Skills and Qualifications:

Cash handling skills
 Ability to use a calculator
 Ability to operate a cash register
 Ability to stand continuously for 2 or more hours
 Willingness to work with close supervision
 Ability to work independently
 Customer service skills
 Basic math skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.00	\$6.75
New Hires, W/ Experience	\$6.75 - 8.00	\$6.75
After Three Years W/ Firm	\$7.42 - 11.00	\$8.75

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Counter and Rental Clerks work full-time at an average of 40 hours per week. Many work part-time averaging 21 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	20%	0%	20%	7%	0%	0%
Dental Insurance	7%	0%	20%	7%	0%	0%
Vision Insurance	13%	0%	13%	7%	0%	0%
Life Insurance	27%	0%	7%	7%	0%	0%
Sick Leave	27%	0%	0%	0%	0%	0%
Vacation	53%	7%	0%	0%	0%	0%
Retirement Plan	0%	0%	33%	0%	0%	0%
Child Care	0%	0%	7%	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Counter and Rental Clerks**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, by "word of mouth", and newspaper ads.

Turnover: Among employers surveyed, the rate is 50.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 170 - 200 (Medium/Large)

Gender: Employers responding indicate 37% of workers are male, 63% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	60
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 17.6%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE

Miscellaneous Amusement & Recreation Services	36.7%
Video Tape Rental	15.6%
Bowling Centers	8.0%
Department Stores	7.5%
Miscellaneous Equipment Rental & Leasing	5.0%
Auto and Home Supply Stores	4.5%
Other	22.7%

OTHER INFORMATION:

Alternate Job Titles: Clerk, Cashier, Customer Service Representative, Salesperson

Related DOT Code: 249.362-010, 249.366-010, 295.357-010, 295.467-022, 295.467-026, 369.677-010, 369.477-014

Promotional Opportunities: May be promoted to shift leader, supervisor, or manager

Employer Responses: 15 employers, representing 91 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

CUSTOMER SERVICE REPRESENTATIVES -- UTILITIES**OES 553350**

Utilities Customer Service Representatives interview applicants for water, gas, electric, or telephone service. They talk with customers by phone or in person and receive orders for installation, turn-on, discontinuance, or change in services.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few require or prefer technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of customer service, cashiering, public utility, or similar experience.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask questions as appropriate
 Actively look for ways to help people
 Able to identify the nature of problems
 Able to understand written sentences and paragraphs in work documents
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to use mathematics to solve problems
 Able to know how to find information and identify essential information
 Able to work under pressure
 Able to perform routine, repetitive work
 Able to sit continuously for 2 or more hours
 Record keeping skills
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 10.00	\$9.00 - 12.00	\$8.00	\$9.99
New Hires, W/ Experience	\$6.25 - 10.00	\$9.00 - 12.00	\$8.50	\$10.00
After Three Years W/ Firm	\$6.89 - 14.42	\$11.00 - 17.00	\$11.00	\$13.61

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Utilities Customer Service Representatives work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	63%	21%	0%
Dental Insurance	63%	11%	0%
Vision Insurance	58%	16%	0%
Life Insurance	53%	11%	5%
Sick Leave	84%	0%	0%
Vacation	84%	0%	0%
Retirement Plan	58%	26%	0%
Child Care	0%	0%	0%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Utilities Customer Service Representatives**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", newspaper ads, and in-house promotion or transfer.

Employer Responses: 19 employers, representing 65 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 - 70 (Small)

Gender: Employers responding indicate 25% of workers are male, 75% are female.

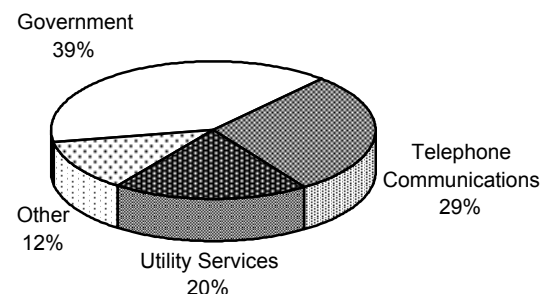
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Clerk, Customer Service Clerk, Secretary, Operator

Related DOT Code: 239.362-014, 239.367-034

Promotional Opportunities: May be promoted to billing or accounting clerk, administrative assistant, or bookkeeper

Turnover: Among employers surveyed, the rate is 7.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers responding indicate their employees are unionized.

CUSTOMER SERVICE REPRESENTATIVES -- UTILITIES**OES 553350**

Utilities Customer Service Representatives interview applicants for water, gas, electric, or telephone service. They talk with customers by phone or in person and receive orders for installation, turn-on, discontinuance, or change in services.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few require or prefer technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of customer service, cashiering, public utility, or similar experience.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask questions as appropriate
 Actively look for ways to help people
 Able to identify the nature of problems
 Able to understand written sentences and paragraphs in work documents
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to use mathematics to solve problems
 Able to know how to find information and identify essential information
 Able to work under pressure
 Able to perform routine, repetitive work
 Able to sit continuously for 2 or more hours
 Record keeping skills
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 10.00	\$9.00 - 12.00	\$8.00	\$9.99
New Hires, W/ Experience	\$6.25 - 10.00	\$9.00 - 12.00	\$8.50	\$10.00
After Three Years W/ Firm	\$6.89 - 14.42	\$11.00 - 17.00	\$11.00	\$13.61

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Utilities Customer Service Representatives work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	63%	21%	0%
Dental Insurance	63%	11%	0%
Vision Insurance	58%	16%	0%
Life Insurance	53%	11%	5%
Sick Leave	84%	0%	0%
Vacation	84%	0%	0%
Retirement Plan	58%	26%	0%
Child Care	0%	0%	0%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Utilities Customer Service Representatives**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", newspaper ads, and in-house promotion or transfer.

Employer Responses: 19 employers, representing 65 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 - 70 (Small)

Gender: Employers responding indicate 25% of workers are male, 75% are female.

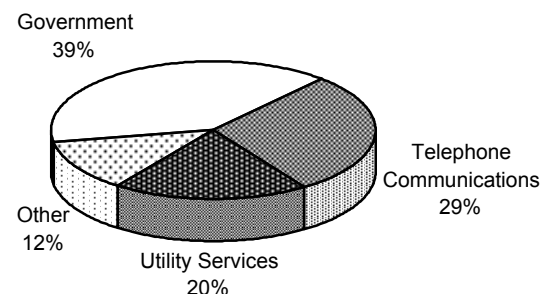
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Clerk, Customer Service Clerk, Secretary, Operator

Related DOT Code: 239.362-014, 239.367-034

Promotional Opportunities: May be promoted to billing or accounting clerk, administrative assistant, or bookkeeper

Turnover: Among employers surveyed, the rate is 7.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers responding indicate their employees are unionized.

DENTAL ASSISTANTS**OES 660020**

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require or prefer technical or vocational training prior to hire. To become a registered dental assistant, the state requires candidates to graduate from a Board-approved dental assistant program, or 18 months of on-the-job training as a dental assistant for a California-licensed dentist.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior experience as a dental assistant.

Skills and Qualifications:

Able to adjust actions in relation to others' actions
 Able to listen to what others are saying and ask questions appropriately
 Able to talk to others to effectively convey information
 Able to do ultrasonic scaling
 Able to complete and explain insurance forms
 Able to perform or assist with dental procedures
 Able to follow billing procedures
 Possession of a Radiation Safety Certificate
 Possession of a Registered Dental Assistant (RDA) Certificate
 Able to write effectively and legibly
 Good grooming skills
 Willingness to work with close supervision
 Public contact skills
 Able to follow oral instructions
 Knowledge of dental materials

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 10.00	\$6.50
New Hires, W/ Experience	\$7.00 - 12.00	\$9.00
After Three Years W/ Firm	\$9.00 - 15.00	\$11.83

Hours Worked: Most Dental Assistants work full-time averaging between 32 - 39 hours per week. Some work part-time averaging 28 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	17%	6%
Dental Insurance	50%	11%	6%
Vision Insurance	11%	6%	6%
Life Insurance	0%	6%	6%
Sick Leave	33%	11%	0%
Vacation	67%	0%	0%
Retirement Plan	22%	6%	0%
Child Care	0%	0%	6%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Dental Assistants**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and school or program referrals.

Employer Responses: 18 employers, representing 55 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 160 - 180 (Medium/Large)

Gender: Employers responding indicate 4% of workers are male, 96% are female.

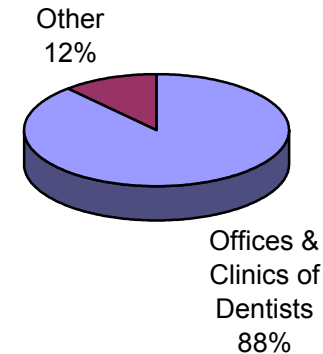
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Registered Dental Assistant, Chairside Dental Assistant

Related DOT Code: 079.361-018

Promotional Opportunities: May be promoted to registered dental assistant, dental receptionist

Turnover: Among employers surveyed, the rate is 14.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

DENTAL HYGIENISTS**OES 329080**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least an associate's degree. Some indicate they require a bachelor's degree prior to hire. Additionally, it is required by the State that candidates for hire graduate from a board-approved dental hygiene program. This is generally a 24-month program within California.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior experience as a dental hygienist.

Skills and Qualifications:

Able to understand written sentences and paragraphs in work documents
 Able to identify the nature of problems
 Able to talk to others to effectively convey information
 Able to use scientific methods to solve problems
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to find ways to structure or classify multiple pieces of information
 Able to determine the kind of tools and equipment needed to do a job
 Able to weigh the relative costs and benefits of a potential action
 Able to listen to what others are saying and ask questions as appropriate
 Able to work with new material or information to grasp its implications
 Able to actively look for ways to help people
 Able to know how to control operations of equipment or systems
 Able to write legibly and effectively
 Understanding of good diet and nutrition

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$25.00 - 38.75	\$33.61
New Hires, W/ Experience	\$26.00 - 38.75	\$32.25
After Three Years W/ Firm	\$26.00 - 41.67	\$35.81

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most work part-time averaging 16 hours per week. Some work full-time at an average of 34 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>		<u>Employee Pays All</u>	
	FT	PT	FT	PT	FT	PT
Medical Insurance	6%	0%	13%	0%	0%	0%
Dental Insurance	31%	25%	0%	6%	0%	0%
Vision Insurance	0%	0%	0%	0%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	0%
Sick Leave	25%	13%	0%	0%	0%	0%
Vacation	31%	31%	0%	0%	0%	0%
Retirement Plan	0%	6%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Dental Hygienists**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, current employee referrals, school or program referrals, and colleges/universities.

Employer Responses: 16 employers, representing 31 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 120 - 140 (Medium)

Gender: Employers responding indicate 6% of workers are male, 94% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

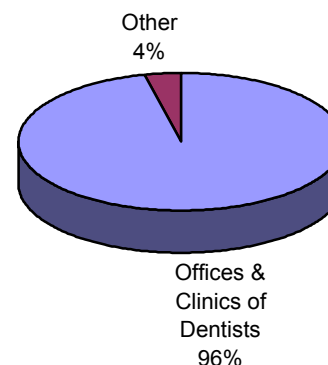
New jobs through 2006: 20

Separations to 2006: 20

Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth to remain stable over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Registered Dental Hygienist, Hygienist

Related DOT Code: 078.361-010

Promotional Opportunities: Employers report no promotional opportunities for this occupation.

Turnover: Among employers surveyed, the rate is 0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

DISPATCHERS -- POLICE, FIRE, AND AMBULANCE**OES 580020**

Dispatchers--Police, Fire, and Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require a high school diploma or equivalent. Some indicate they require vocational or technical training prior to hire.

Experience: Most employers report they require or prefer experience in this occupation. They tend to hire applicants with 6 - 24 months of experience in the following: communications, and law enforcement.

Skills and Qualifications:

Able to listen to what others are saying and ask questions as appropriate
 Able to talk to others to effectively convey information
 Able to actively look for ways to help people
 Able to identify the nature of problems
 Able to know how to find information and identify essential information
 Able to weigh the relative costs and benefits of a potential action
 Able to adjust actions in relation to others' actions
 Able to control operations of equipment or systems
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to teach others how to do something
 Able to be aware of others' reactions and to understand why they react the way they do
 Able to develop approaches for implementing an idea

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 14.19	\$10.89
New Hires, W/ Experience	\$6.25 - 16.32	\$11.31
After Three Years W/ Firm	\$8.00 - 18.70	\$13.23

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Dispatchers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	53%	0%
Dental Insurance	53%	47%	0%
Vision Insurance	53%	40%	0%
Life Insurance	60%	20%	13%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	47%	53%	0%
Child Care	0%	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Dispatchers -- Police, Fire, and Ambulance**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 86 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 120 - 130 (Medium)

Gender: Employers responding indicate 24% of workers are male, 76% are female.

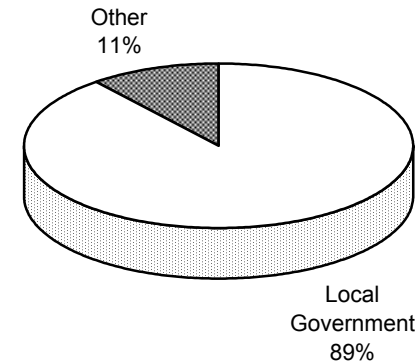
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 8.3%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 9.1%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Communications Dispatcher, Public Safety Dispatcher

Related DOT Code: 372.167-010, 379.162-010, 379.362-010, 379.362-018

Promotional Opportunities: May be promoted to senior dispatcher, communications supervisor, or dispatch manager

Turnover: Among employers surveyed, the rate is 12.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

ELECTRICIANS**OES 872020**

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Servicers.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Many indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 6 - 60 months, with an average of 27 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 48 months of experience as an electrician, or involved in manufacturing, construction, or a mechanical trade. Employers report 26 months as the average amount of experience.

Skills and Qualifications:

Installing equipment, machines, wiring or programs to meet specifications
 Determining causes of operating errors and deciding what to do about it
 Repairing machines or systems using the needed tools
 Determining the kind of tools and equipment needed to do a job
 Performing routine maintenance on equipment and determining when and what kind of maintenance is needed
 Conducting tests and inspections of products, services, or processes to evaluate quality of performance
 Using mathematics to solve problems
 Understanding written sentences and paragraphs in work related documents
 Using scientific rules and methods to solve problems
 Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 16.00	\$8.00
New Hires, W/ Experience	\$9.00 - 19.49	\$12.50
After Three Years W/ Firm	\$9.50 - 23.00	\$17.00

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Electricians work full time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	31%	25%	0%
Dental Insurance	25%	13%	0%
Vision Insurance	25%	13%	0%
Life Insurance	25%	13%	0%
Sick Leave	44%	0%	0%
Vacation	56%	0%	0%
Retirement Plan	19%	31%	6%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Electricians**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, by "word of mouth", or the Employment Development Department.

Turnover: Among employers surveyed, the rate is 9.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 160 - 170 (Large)

Gender: Employers responding indicate 98% of workers are male, 2% are female.

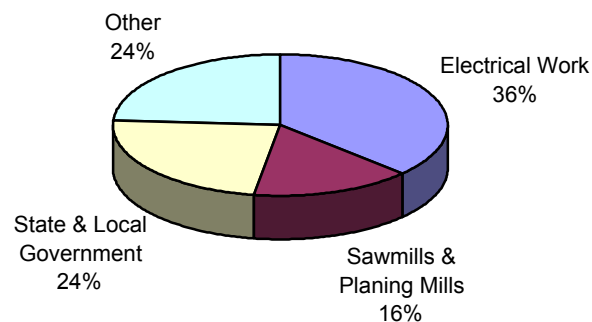
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 6.3%, which is growing slower than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect a decline in growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Maintenance Worker II--Electricity

Related DOT Code: 824.681-010, 825.381-030, 825.381-034, 824.261-010, 824.261-014, 806.381-062

Promotional Opportunities: May be promoted to foreperson, journeyman electrician, electrician technician, or plant manager

Employer Responses: 16 employers, representing 53 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

FIREFIGHTERS**OES 630080**

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Almost all indicate that vocational or technical training is required prior to hire. Candidates for hire are strongly encouraged to seek certification, as a majority of the fire agencies in the state require both a California State Fire Marshall (CSFM) Firefighter I certificate and an Emergency Medical Technician (EMT) - Basic certificate from applicants for a position as a firefighter.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a firefighter.

Skills and Qualifications:

Possession of agility and coordination
 Good vision and hearing
 Able to able to pass a physical performance test
 Able to pass a pre-employment medical examination
 Able to climb to high places
 Public contact skills
 Possession of clean police record
 Willing to work with close supervision
 Able to work independently
 Emergency Medical Technician Certificate
 Able to write effectively and legibly
 Able to administer emergency first aid
 Able to take vital signs
 Possession of a valid Class A driver's license

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$6.25 - 9.59	\$11.89 - 18.22	\$7.98	\$15.06
New Hires, W/ Experience	\$6.25 - 15.00	\$11.69 - 25.00	\$7.99	\$15.06
After Three Years W/ Firm	\$6.95 - 20.00	\$13.11 - 35.00	\$11.28	\$18.92

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Firefighters work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	56%	44%	0%
Dental Insurance	33%	44%	0%
Vision Insurance	33%	33%	0%
Life Insurance	67%	0%	11%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	44%	44%	0%
Child Care	11%	0%	11%

*Percentage is based on 10 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Firefighters**
Experienced applicants: Very Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, newspaper ads, and the Internet.

Employer Responses: 10 employers, representing 138 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 450 - 470 (Very Large)

Gender: Employers responding indicate 89% of workers are male, 11% are female.

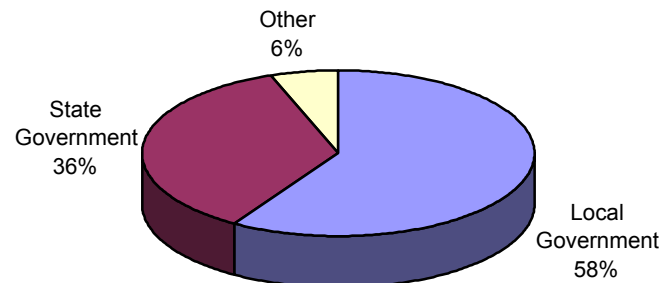
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	80
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 4.4%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Many expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: None Available

Related DOT Code: 373.363-010, 373.364-010, 373.663-010, 452.364-014, 452.687-014

Promotional Opportunities: May be promoted to fire chief, engineer, supervisor, captain, or chief

Turnover: Among employers surveyed, the rate is 4.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers surveyed report their employees are unionized.

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS -- CLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATIONS OES 510020

First Line Clerical and Administrative Support Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Managers/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some require a college degree. Some employers require or prefer technical or vocational training prior to hire. Employers seeking training report a range between 12 - 72 months, with an average of 52 months.

Experience: Almost all employers report they require work experience in this occupation. They report hiring applicants with 12 - 36 months of the following experience: accounting, office management, project management, business administration, and clerical and administrative support supervision/management. Employers report 22 months as the average amount of experience.

Skills and Qualifications:

Oral communication skills
Able to write legibly and effectively
Able to read and follow instructions
Basic math skills
Willing to work with close supervision
Customer service skills
Able to pay attention to detail
Able to work independently
Problem solving skills
Supervisory skills
Able to plan and organize the work of others
Able to manage an activity or department
Able to hire and assign personnel

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 16.88	\$11.50
New Hires, W/ Experience	\$7.00 - 18.46	\$12.95
After Three Years W/ Firm	\$8.75 - 29.44	\$14.75

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all First Line Managers/Supervisors work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	0%	60%	20%	0%	0%
Dental Insurance	40%	0%	53%	20%	0%	0%
Vision Insurance	33%	0%	33%	7%	7%	7%
Life Insurance	47%	7%	20%	13%	7%	0%
Sick Leave	93%	20%	7%	0%	0%	0%
Vacation	93%	20%	7%	0%	0%	0%
Retirement Plan	27%	0%	60%	13%	13%	7%
Child Care	0%	0%	7%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **First Line Supervisor/Mgrs--Clerical & Admin**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and the Internet.

Turnover: Among employers surveyed, the rate is 12.5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 650 - 710 Very Large)

Gender: Employers responding indicate 20% of workers are male, 80% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	110
Total Openings:	170

Growth Trends: The new job growth rate for this occupation is 9.2%, which is growing at an average rate. The average job growth rate for all occupations in the consortium is 9.1%. Almost all employers surveyed project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Government	15.8%
Educational Services	15.1%
Depository Institutions	10.2%
Health Services	10.1%
Hotels, Rooming Houses, Camps, and Lodging	7.8%
Eating & Drinking Places	3.5%
Automotive Dealers & Gasoline Stations	3.4%
Insurance Carriers	3.4%
Real Estate Operators & Lessors	2.8%
Department Stores	1.4%
Other	26.5%

OTHER INFORMATION:

Alternate Job Titles: Assistant Manager, Business Manager, Office Manager, Operations Supervisor, Fiscal Coordinator

Related DOT Code: 168.167-058, 209.132-010, 211.137-010, 215.137-014, 216.132-010, 222.137-030, 248.137-018

Promotional Opportunities: May be promoted to manager, administrator, coordinator, or director

Union/Collective Bargaining: Yes. Few employers report their employees are unionized.

Employer Responses: 15 employers, representing 66 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

FOOD PREPARATION WORKERS**OES 650380**

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Of employers surveyed, none report a requirement for technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 12 months of experience as a food preparation worker, bus person, or other food service experience. Employers report 7 months as the average amount of experience.

Skills and Qualifications:

Sandwich making skills
 Ability to operate a cash register
 Salad making skills
 Certified as a food handler
 Knowledge of sanitary work environment
 Ability to handle multiple food orders in a timely fashion
 Ability to lift at least 30 pounds repeatedly
 Ability to work rapidly
 Ability to stand continuously for 2 or more hours
 Ability to pass a pre-employment medical examination
 Willingness to work with close supervision
 Ability to work under pressure
 Ability to work independently
 High standards of personal cleanliness
 Public contact skills / Oral communication skills
 Basic math skills

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.66	\$6.75 - 10.69	\$6.75	\$7.89
New Hires, W/ Experience	\$6.75 - 9.00	\$7.16 - 11.79	\$7.38	\$8.49
After Three Years W/ Firm	\$7.25 - 10.08	\$7.49 - 13.00	\$8.40	\$8.88

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Food Preparation Workers work full-time at an average of 34 hours per week. Some work part-time averaging 25 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	20%	20%	20%	0%	0%
Dental Insurance	33%	7%	20%	27%	0%	0%
Vision Insurance	33%	7%	20%	27%	0%	0%
Life Insurance	20%	27%	7%	0%	7%	7%
Sick Leave	60%	40%	0%	0%	0%	0%
Vacation	47%	40%	0%	0%	0%	0%
Retirement Plan	0%	0%	53%	40%	0%	0%
Child Care	0%	0%	7%	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	
Not Difficult		X

The Job Market for: **Food Preparation Workers**
 Experienced applicants: Insufficient Data
 Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, in-house promotion or transfer, employee referrals, and EDD.

Turnover: Among employers surveyed, the rate is 31.9% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 630 - 660 (Very Large)

Gender: Employers responding indicate 27% of workers are male, 73% are female.

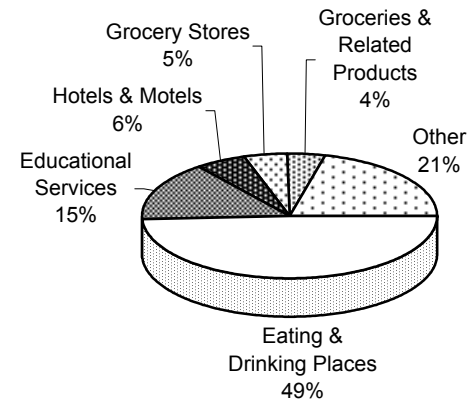
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	250
Total Openings:	280

Growth Trends: The new job growth rate for this occupation is 4.8%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Cafeteria Worker, Food Service Assistant, Assistant Cook, Preparation Cook, Kitchen Help

Related DOT Code: 313.361-014, 319.677-014

Promotional Opportunities: May be promoted to cook head cook

Employer Responses: 15 employers, representing 96 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Many employers surveyed report their employees are unionized.

FOOD SERVICE MANAGERS**OES 150261**

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization of department that serves food and/or beverages. Includes Food and Beverage Directors.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few indicate they require or prefer vocational or technical training prior to hiring an applicant for this occupation. Some employers, however, report they will accept training as a substitute for work experience.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 24 months of catering, restaurant, or other food service experience.

Skills and Qualifications:

Able to maintain financial records
 Able to manage an activity or department
 Able to plan and organize the work of others
 Able to follow purchasing procedures
 Record keeping skills
 Understanding of inventory techniques
 Able to hire and assign personnel
 Food preparation skills
 Able to write effectively and legibly
 Problem solving skills
 Public contact skills/customer service skills
 Able to work under pressure
 Willingness to work with close supervision
 Oral communication skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.95 - 10.00	\$7.98
New Hires, W/ Experience	\$6.50 - 13.00	\$8.50
After Three Years W/ Firm	\$8.50 - 16.00	\$11.00

Hours Worked: Most Food Service Managers work full-time averaging 39 hours per week. Some work seasonally averaging 30 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	20%	0%
Dental Insurance	13%	13%	0%
Vision Insurance	13%	7%	0%
Life Insurance	33%	20%	0%
Sick Leave	53%	7%	0%
Vacation	60%	7%	0%
Retirement Plan	20%	20%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Food Service Managers**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 39 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 180 - 210 (Large)

Gender: Employers responding indicate 46% of workers are male, 54% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

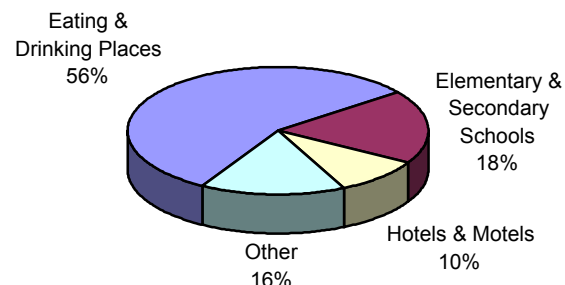
New jobs through 2004: 30

Separations to 2004: 30

Total Openings: 60

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Restaurant Manager, Kitchen Manager

Related DOT Code: 185.137-010, 187.117-038, 187.167-026, 187.167-106, 187.167-210

Promotional Opportunities: May be promoted to district manager, district supervisor

Turnover: Among employers surveyed, the rate is 20.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

GENERAL MANAGERS AND TOP EXECUTIVES**OES 190050**

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Most indicate they require at least a bachelor's degree. Many indicate they require technical or vocational training prior to hire. Employers report a range of training between 3 - 60 months, with an average of 34 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 60 months of the following various experience: general manager, sales-related, administrative assistant, executive position in government, counseling, or human service-related work. Employers report 44 months as the average amount of experience.

Skills and Qualifications:

Oral communication skills
Business math skills
Ability to write effectively
Ability to manage an activity or department
Ability to interpret data
Ability to set work priorities

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.52 - 25.89	\$14.82
New Hires, W/ Experience	\$7.90 - 38.36	\$17.26
After Three Years W/ Firm	\$8.29 - 40.27	\$19.85

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all General Managers and Top Executives work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	40%	0%
Dental Insurance	27%	40%	0%
Vision Insurance	20%	33%	0%
Life Insurance	47%	7%	0%
Sick Leave	87%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	27%	33%	7%
Child Care	0%	13%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **General Managers & Top Executives**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, newspaper ads, the Internet, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 31.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 1,110 - 1,220 (Very Large)

Gender: Employers responding indicate 63% of workers are male, 37% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 110

Separations to 2006: 140

Total Openings: 250

Growth Trends: The new job growth rate for this occupation is 9.9%, which is growing at an average rate. The average job growth rate for all occupations in the consortium is 9.1%. Almost all employers surveyed project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Government	13.2%
Automotive Dealers & Gasoline Service Stations	7.4%
Social Services	5.9%
Lumber & Wood Products, Except Furniture	5.0%
Building Materials, Hardware, Garden Supply	4.0%
Elementary & Secondary Schools	3.9%
Eating & Drinking Places	3.6%
Grocery Stores	3.5%
Miscellaneous Amusement & Recreation Services	3.4%
Hotels, Rooming Houses, Camps & Lodging	3.0%
Real Estate	2.2%
Other	44.9%

OTHER INFORMATION:

Alternate Job Titles: City Administrator, Executive Director, Deputy Director, Chief Executive Officer

Related DOT Code: 185.117-010, 187.117-018, 188.117.078, 189.117-022, 189.117-026, 189.117-034, 079.167-010

Promotional Opportunities: May be promoted to a director

Union/Collective Bargaining: Yes. Few employers report their employees are unionized.

Employer Responses: 15 employers, representing 19 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

GENERAL OFFICE CLERKS**OES 553470**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Most express they will accept training as a substitute for work experience.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 24 months of clerical, sales, or other customer service experience.

Skills and Qualifications:

Able to understand written sentences and paragraphs in work documents
 Able to communicate effectively with others in writing
 Able to talk to others to effectively convey information
 Able to find ways to structure or classify multiple pieces of information
 Alphabetic and numeric filing skills
 Able to operate a 10-key adding machine by touch
 Telephone answering skills
 Computer skills that include word processing, spreadsheet, and database software
 Willingness to work with close supervision
 Basic math skills
 Able to work independently
 Able to type at least 45 words per minute
 Able to perform routine, repetitive work

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$6.00 - 9.80	\$8.50 - 8.50	\$6.62	\$8.50
New Hires, W/ Experience	\$7.00 - 10.93	\$9.00 - 10.00	\$9.00	\$9.38
After Three Years W/ Firm	\$8.00 - 14.03	\$9.90 - 11.63	\$10.00	\$10.96

Hours Worked: Almost all General Office Clerks work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	80%	7%	0%
Dental Insurance	73%	0%	0%
Vision Insurance	60%	0%	0%
Life Insurance	47%	0%	0%
Sick Leave	73%	0%	0%
Vacation	47%	0%	0%
Retirement Plan	40%	0%	7%
Child Care	7%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **General Office Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 68 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 1,190 - 1,230 (Very Large)

Gender: Employers responding indicate 3% of workers are male, 97% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	200
Total Openings:	240

Growth Trends: The average new job growth rate for this occupation is 3.4%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Government	19.5%
Finance, Insurance, & Real Estate	11.6%
Educational Services	11.1%
Health Services	8.4%
Retail Trade	7.7%
Personnel Supply Services	4.4%
Membership Organizations	3.1%
Social Services	2.2%
Construction	1.5%
Camps & Recreational Vehicle Parks	1.4%
Millwork, Plywood, & Structural Wood Members	1.3%
Automotive Repair Shops	1.1%
Other	26.7%

OTHER INFORMATION:

Alternate Job Titles: Administrative Assistant, Program Support Clerk, Office Clerk, School Secretary, Office Assistant, Front Office Clerk, Student Service Clerk

Related DOT Code: 209.562-010, 219.362-010, 245.362-014, 243.362-014, 249.367-014, 375.362-010

Promotional Opportunities: May be promoted to office manager, program coordinator, supervisor, sales representative, accounting clerk, administrative assistant

Turnover: Among employers surveyed, the rate is 10.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers responding indicate their employees are unionized.

GUARDS AND WATCH GUARDS**OES 630470**

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 3 - 6 months, with an average of 5 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 24 months of the following experience: guard, military, law enforcement. Employers report 12 months as the average amount of experience.

Skills and Qualifications:

Ability to operate video surveillance equipment
 Ability to write effectively and legibly
 Licensed to carry firearms
 Possession of a valid driver's license
 Ability to follow security protection procedures
 Ability to use a baton
 Ability to administer emergency first aid
 Security Guard Registration (Guard Card)
 Public contact skills / Oral communication skills
 Possession of a clean police record
 Willingness to work with close supervision
 Ability to read and follow instructions

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.00	\$7.00
New Hires, W/ Experience	\$6.75 - 9.00	\$7.88
After Three Years W/ Firm	\$6.75 - 11.00	\$9.55

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Guards and Watch Guards work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	20%	0%
Dental Insurance	20%	20%	0%
Vision Insurance	30%	10%	0%
Life Insurance	40%	0%	0%
Sick Leave	60%	0%	0%
Vacation	60%	0%	0%
Retirement Plan	10%	40%	0%
Child Care	0%	10%	10%

*Percentage is based on 10 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Guards and Watch Guards**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, the Employment Development Department, and in-house promotion or transfer.

Turnover: Among employers surveyed, the rate is 13.3% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 160 - 180 (Medium/Large)

Gender: Employers responding indicate 78% of workers are male, 22% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 20

Separations to 2006: 30

Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers surveyed project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE

Amusement & Recreation Services	34.1%
Department Stores	9.9%
Hotel, Rooming Houses, Camps & Lodging	7.6%
Real Estate Agents & Managers	6.6%
Eating & Drinking Places	5.5%
Miscellaneous Business Services	4.4%
Hospitals	4.4%
Federal Government	3.8%
Other	23.7%

OTHER INFORMATION:

Alternate Job Titles: Security Guards, Security Officers

Related DOT Code: 372.563-010, 372.667-030, 372.567-010

Promotional Opportunities: May be promoted to security supervisor, store loss prevention, director of security, regional prevention

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

Employer Responses: 10 employers, representing 87 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

HIGHWAY MAINTENANCE WORKERS**OES 877110**

Highway Maintenance Workers maintain highways, municipal and rural roads, airport runways, and right-of-way in safe condition by performing a combination of the following duties: patch broken or eroded pavement or erect and repair guard rails, highway markers, and snow fences using a posthole digger, shovel, ax, saw, hammer and nails, and power tools. They may also clear brush or plant vegetation along rights-of-way.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 1 - 24 months, with an average of 9 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 24 months of the following experience: logging, construction, heavy equipment operation, or previous highway maintenance experience. Employers report 20 months as the average amount of experience.

Skills and Qualifications:

Possession of a valide Class B driver's license
 Ability to operate heavy machinery
 Landscape maintenance skills
 Ability to operate power hand tools
 Ability to implement safe work practices
 Knowledge of ornamental plants
 Knowledge of turf grass types
 Knowledge of basic auto mechanics
 Knowledge of tar and asphalt paving mixtures
 Ability to operate asphalt paving machines
 Knowledge of pesticides and herbicides
 Ability to perform strenuous, physically demanding work
 Ability to lift at least 75 pounds repeatedly
 Ability to work independently

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.26 - 11.31	\$10.29
New Hires, W/ Experience	\$9.26 - 14.71	\$10.80
After Three Years W/ Firm	\$10.23 - 17.24	\$13.00

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Highway Maintenance Workers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	73%	0%
Dental Insurance	27%	73%	0%
Vision Insurance	40%	60%	0%
Life Insurance	60%	27%	0%
Sick Leave	93%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	73%	27%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Highway Maintenance Workers**
Experienced applicants: Very Competitive
Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and in-house promotion or transfer.

Turnover: Among employers surveyed, the rate is 3.9% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 200 - 220 (Large)

Gender: Employers responding indicate 95% of workers are male, 5% are female.

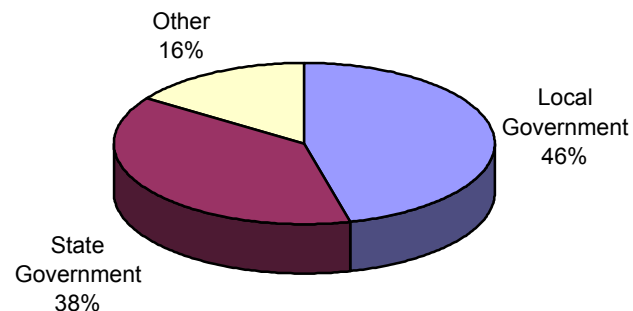
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 10.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 9.1%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Public Works Maintenance Worker, Road Maintenance Worker

Related DOT Code: 899.684-014, 899.684-046

Promotional Opportunities: May be promoted to lead worker, foreperson, equipment operator, or public works superintendent

Employer Responses: 15 employers, representing 436 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Almost all employers surveyed indicate their employees are unionized.

HOME HEALTH AIDES**OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require or prefer vocational or technical training prior to hire. Employers report a range of training between 6 - 12 months, with an average of 9 months. To become licensed as a Certified Home Health Aide, 65 hours of supervised clinical training and 55 hours of classroom training, or 40 hours of supervised clinical training if applicant is a certified nurse assistant. Applicant for licensing must undergo a criminal background check.

Experience: Almost all employer report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 12 months of experience as a home health aide or certified nurse aide. Employers report 10 months as the average amount of experience.

Skills and Qualifications:

Able to apply transferring techniques moving patients
 Able to write effectively and legibly
 Possession of a valid driver's license
 Certificated to perform cardio pulmonary resuscitation (CPR)
 Possession of a Home Health Certificate
 Possession of a Certified Nurse Assistant qualification
 Able to prepare meals
 Able to pass a pre-employment medical examination
 Basic math skills
 Able to read and follow instructions
 Willing to work with close supervision
 Able to work independently
 Possession of a reliable vehicle

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 9.73	\$8.02
New Hires, W/ Experience	\$6.75 - 10.95	\$8.00
After Three Years W/ Firm	\$7.00 - 11.00	\$9.72

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Home Health Aides work full-time averaging 40 hours per week. Some work part-time at an average of 19 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	31%	0%	46%	15%	8%	0%
Dental Insurance	23%	0%	46%	15%	15%	0%
Vision Insurance	31%	0%	31%	15%	15%	0%
Life Insurance	54%	8%	8%	8%	15%	0%
Sick Leave	85%	23%	0%	0%	0%	0%
Vacation	92%	23%	0%	0%	0%	0%
Retirement Plan	15%	15%	38%	0%	8%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 13 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: Home Health Aides
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, and by "word of mouth".

Turnover: Among employers surveyed, the rate is 25.2% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 130 - 170 (Medium)

Gender: Employers responding indicate 7% of workers are male, 93% are female.

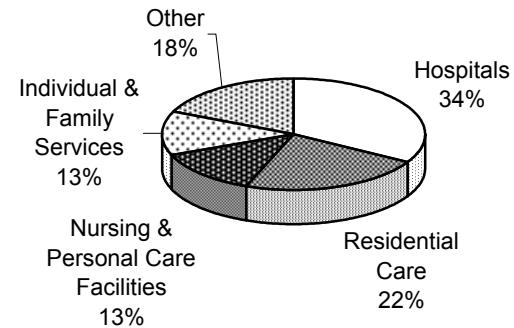
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	40
<u>Separations to 2006:</u>	10
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 30.8%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. A few anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Home Health Worker, Home Health Care Worker, Home Care Aide, Residential Assistant, Care Giver

Related DOT Code: 354.377-014

Promotional Opportunities: May be promoted to medical technician, licensed vocational nurse or registered nurse (with additional education), or to supervisor position

Employer Responses: 13 employers, representing 167 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes, Few employers surveyed report their employees are unionized.

HOSTS, HOSTESSES -- RESTAURANT, LOUNGE OR COFFEE SHOP**OES 650020**

Hosts and Hostesses--Restaurant, Lounge or Coffee Shop, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a requirement for vocational or technical training prior to hire.

Experience: Many employers report they prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a host or hostess, cashier, waitress, or with similar background.

Skills and Qualifications:

Able to stand continuously for two or more hours
 Willing to work with close supervision
 Public contact skills
 Able to work independently
 Able to work under pressure
 Customer service skills
 Able to operate a cash register
 Able to write effectively
 Cash handling skills
 Record keeping skills
 Able to read and follow instructions
 Basic math skills
 Oral communication skills
 Able to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 6.50	\$6.38
New Hires, W/ Experience	\$6.25 - 6.50	\$6.50
After Three Years W/ Firm	\$6.25 - 9.00	\$7.25

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Hosts and Hostesses work part-time averaging 22 hours per week. Some work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	0%	0%	0%	0%	0%	7%
Dental Insurance	0%	0%	0%	0%	0%	0%
Vision Insurance	0%	0%	0%	0%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	7%
Sick Leave	0%	13%	0%	0%	0%	0%
Vacation	13%	20%	0%	0%	0%	0%
Retirement Plan	0%	0%	0%	13%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Hosts & Hostesses**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, "word of mouth", and the Employment Development Department.

Employer Responses: 15 employers, representing 124 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 150 - 170 (Medium)

Gender: Employers responding indicate 42% of workers are male, 58% are female.

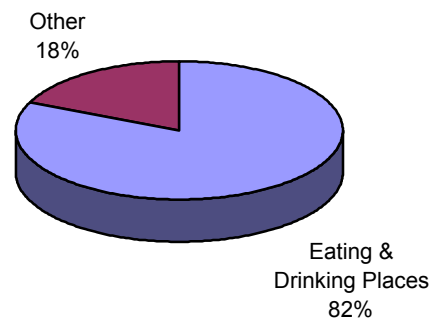
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 13.3%, which is growing faster than the average new job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Server

Related DOT Code: 310.137-010

Promotional Opportunities: May be promoted to server, waiter or waitress, shift leader, bartender, cook, or management position.

Turnover: Among employers surveyed, the rate is 65.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

HOTEL DESK CLERKS**OES 538080**

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Among those surveyed, few indicate they require technical or vocational training prior to hire. Employers seeking training indicate an average of 3 months.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 36 months of experience as a hotel desk clerk, or cash handling experience. Employers report 15 months as the average amount of experience.

Skills and Qualifications:

Actively looking for ways to help people
Talking to others to convey information effectively
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
Using mathematics to solve problems
Adjusting actions in relation to others' actions
Communicating effectively in writing as appropriate for the needs of the audience
Being aware of others' reactions and understanding why they react as they do
Understanding written sentences and paragraphs in work related documents

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.50	\$6.75
New Hires, W/ Experience	\$6.75 - 8.50	\$6.75
After Three Years W/ Firm	\$7.00 - 11.50	\$8.75

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Most Hotel Desk Clerks work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	0%	20%	0%
Dental Insurance	0%	13%	0%
Vision Insurance	0%	7%	0%
Life Insurance	7%	7%	0%
Sick Leave	7%	0%	0%
Vacation	33%	0%	0%
Retirement Plan	0%	0%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Hotel Desk Clerks**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 41.0% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 80 - 100 (Small/Medium)

Gender: Employers responding indicate 20% of workers are male, 80% are female.

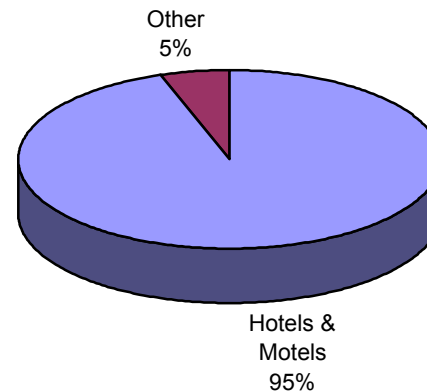
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. A few anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Innkeeper, Front Desk Person

Related DOT Code: 238.367-038

Promotional Opportunities: May be promoted to supervisor or assistant manager

Employer Responses: 15 employers, representing 61 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: No. Employers responding indicate no unionization in this occupation.

HUMAN SERVICE WORKERS**OES 273080**

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Many indicate they require at least an associate's degree. Many employers report they require vocational or technical training prior to hire. Employers report a range of training between 1 - 48 months, with an average of 24 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of the following experience: counseling, social work, working with children, or other public service experience. Employers report 18 months as the average amount of experience.

Skills and Qualifications:

Talking to others to convey information effectively
 Being aware of others' reactions and understanding why they react as they do
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Actively looking for ways to help people
 Selecting and using training/instructional methods and procedures appropriate for the situation when learning new things
 Communicating effectively in writing as appropriate for the needs of the audience
 Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
 Adjusting actions in relation to others' actions

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 12.00	\$8.84
New Hires, W/ Experience	\$6.75 - 14.52	\$10.00
After Three Years W/ Firm	\$6.75 - 16.55	\$11.18

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Human Service Workers work full-time at an average of 40 hours per week. Some work part-time averaging 25 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	7%	40%	13%	0%	7%
Dental Insurance	47%	7%	20%	7%	0%	7%
Vision Insurance	47%	7%	20%	7%	0%	7%
Life Insurance	47%	0%	20%	7%	0%	7%
Sick Leave	80%	33%	0%	7%	0%	7%
Vacation	73%	33%	0%	7%	0%	7%
Retirement Plan	40%	7%	20%	7%	13%	13%
Child Care	0%	0%	7%	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Human Service Workers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspapers ads, in-house promotion or transfer, walk-in applicants, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 17.5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 170 - 190 (Medium/Large)

Gender: Employers responding indicate 15% of workers are male, 85% are female.

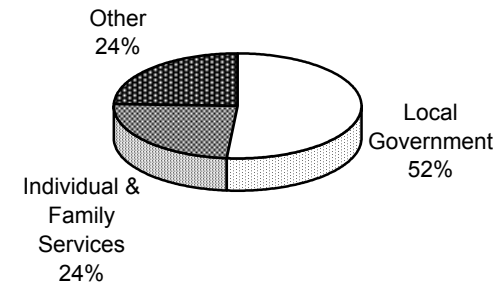
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 11.8%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. All employers responding project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Service Coordinator, Family Support Worker, Assistant Social Worker, Client Advocate, Program Assistant, Domestic Violence Coordinator, Peer Counselor

Related DOT Code: 195.367-010, 195.367-034, 195.367-014, 195.367-022

Promotional Opportunities: May be promoted case manager, social worker, program coordinator, or program director

Employer Responses: 15 employers, representing 130 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS**OES 979470**

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Few indicate they require or prefer technical or vocational training prior to hire, though most express they will accept training as a substitute for work experience.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as an industrial truck and tractor operator or other equipment operator.

Skills and Qualifications:

Able to control operations of equipment or systems
 Able to determine the kind of tools and equipment needed to do a job
 Able to perform routine maintenance and determine what kind of maintenance is needed
 Able to watch guages, dials, or other indicators to ensure a machine is working properly
 Possession of a valid driver's license
 Possession of a fork lift certificate
 Good eye-hand coordination
 Able to pass a pre-employment medical examination
 Able to lift at least 50 pounds
 Willingness to work with close supervision
 Ability to work independently
 Ability to read and follow directions

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$5.75 - 11.25	\$11.49 - 11.49	\$7.00	\$11.49
New Hires, W/ Experience	\$6.00 - 12.90	\$11.49 - 14.78	\$8.00	\$13.21
After Three Years W/ Firm	\$7.00 - 12.90	\$14.31 - 15.18	\$9.56	\$14.78

Hours Worked: Almost all Industrial Truck & Tractor Operators work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	20%	0%
Dental Insurance	53%	13%	0%
Vision Insurance	47%	13%	0%
Life Insurance	47%	20%	0%
Sick Leave	13%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	73%	7%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Industrial Truck & Tractor Operators**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 149 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 180 - 200 (Large)

Gender: Employers responding indicate 82% of workers are male, 18% are female.

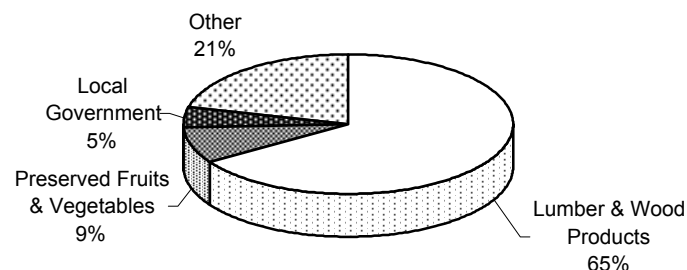
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 11.1%, which is growing faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Fork Lift Operators, Fork Lift Drivers, Lift Truck Drivers

Related DOT Code: 921.683-050, 929.683-014, 921.683-042, 519.663-014, 519.683-014, 921.583-010, 921.683-070

Promotional Opportunities: May be promoted to crane operator, forklift supervisor, yard supervisor, or mechanic

Turnover: Among employers surveyed, the rate is 10.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

JANITORS AND CLEANERS**OES 670050**

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a requirement for technical or vocational training.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 36 months of experience as a janitor or cleaner, groundskeeper, or other maintenance experience. Employers report 15 months as the average amount of experience.

Skills and Qualifications:

Ability to operate floor polishing equipment
 Understanding of cleaning compounds and solutions
 Brush painting skills
 Lawn and garden care skills
 Window washing skills
 Pest extermination skills
 Painting skills
 Ceramic or floor tile repair skills
 Carpentry skills
 People skills
 Ability to shampoo carpets
 Lift at least 100 pounds repeatedly
 Possession of a reliable vehicle
 Ability to read and follow instructions
 Ability to work independently

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.75 - 13.03	\$10.39
New Hires, W/ Experience	\$7.50 - 14.37	\$10.41
After Three Years W/ Firm	\$8.50 - 15.94	\$11.26

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Janitors and Cleaners work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	47%	0%
Dental Insurance	53%	40%	0%
Vision Insurance	53%	27%	7%
Life Insurance	33%	20%	13%
Sick Leave	93%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	13%	60%	13%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Janitors and Cleaners**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, or walk-in applicants.

Turnover: Among employers surveyed, the rate is 8.7% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 690 - 710 (Very Large)

Gender: Employers responding indicate 68% of workers are male, 32% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 20

Separations to 2006: 110

Total Openings: 130

Growth Trends: The new job growth rate for this occupation is 2.9%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers surveyed project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth to decline over this period.

WHERE THE JOBS ARE

Educational Services	30.2%
Services to Buildings	14.9%
Health Services	7.8%
Eating & Drinking Places	7.2%
Amusement & Recreation Services	5.2%
Hotels, Rooming Houses, Camps & Lodging	4.0%
Department Stores	3.2%
Grocery Stores	1.8%
Federal Government	1.8%
Other	23.9%

OTHER INFORMATION:

Alternate Job Titles: Custodian, Maintenance Specialist

Related DOT Code: 381.687-014, 382.664-010, 389.683-010, 381.687-026, 381.687-034, 389.687-014

Promotional Opportunities: May be promoted to head custodian, maintenance supervisor, or groundskeeper

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

Employer Responses: 15 employers, representing 104 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

LABORERS, LANDSCAPING AND GROUNDSKEEPING**OES 790410**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few indicate they require or prefer vocational or technical training prior to hire.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months experience as a landscaper, groundskeeper, gardener, construction worker, janitor, or other laborer.

Skills and Qualifications:

Knowledge of horticulture
Lawn and garden care skills
Pruning skills
Plumbing repair skills
Knowledge of gardening tools
Able to operate tractors
Knowledge of pesticides and herbicides
Sprinkler installation skills
Sprinkler repair skills
Possession of a valid driver's license
Ability to lift at least 75 pounds repeatedly
Possession of a reliable vehicle
Willingness to work with close supervision
Public contact skills/oral communication skills
Able to work independently

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$5.75 - 10.00	\$8.36 - 10.94	\$7.00	\$10.34
New Hires, W/ Experience	\$6.25 - 9.25	\$8.36 - 10.96	\$8.13	\$10.34
After Three Years W/ Firm	\$8.00 - 12.00	\$9.22 - 13.30	\$10.31	\$10.91

Hours Worked: Most Landscapers & Groundskeepers work full-time averaging 38 hours per week. Some work seasonally, at an average of 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	13%	0%
Dental Insurance	53%	13%	0%
Vision Insurance	53%	13%	0%
Life Insurance	27%	7%	7%
Sick Leave	67%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	40%	27%	0%
Child Care	7%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market for: **Landscapers & Groundskeepers**

Experienced applicants: Not Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 75 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 350 - 390 (Large/Very Large)

Gender: Employers responding indicate 83% of workers are male, 17% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	80
Total Openings:	120

Growth Trends: The new job growth rate for this occupation is 11.4%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE

Local Government	33.0%
Elementary & Secondary Schools	9.4%
Misc. Amusement & Recreation Services	7.0%
Hotels & Motels	5.5%
Job Training & Related Services	3.9%
Lumber & Construction Materials	3.6%
Motor Vehicles, Parts & Supplies	3.6%
Camps & Recreational Vehicle Parks	3.4%
Heavy Construction, Except Highway	3.1%
Landscape & Horticultural Service	2.6%
Other	24.9%

OTHER INFORMATION:

Alternate Job Titles: Grounds Maintenance Workers, Building and Grounds Maintenance, Trail Mountain Crew

Related DOT Code: 406.687-010, 408.684-010, 406.684-018, 406.684-014, 408.161-010, 408.687-014, 406.683-010

Promotional Opportunities: May be promoted to lead groundskeeper, landscaping supervisor, maintenance supervisor, assistant course superintendent, leadworker, or mechanic

Turnover: Among employers surveyed, the rate is 18.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers report their employees are unionized.

LICENSED VOCATIONAL NURSES**OES 325050**

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to employment. Most indicate they require applicants for hire to have earned an associate's degree. Persons seeking employment in this occupation must first complete a 24-month licensed vocational nursing program, followed by licensing through the state of California.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months of experience as a licensed vocational nurse.

Skills and Qualifications:

Able to provide personal services to patients
 Able to follow laboratory procedures
 Able to complete and explain insurance forms
 Able to administer an electro-cardiograph (EKG) test
 Able to administer injections
 Record keeping skills
 Understanding of asepsis
 Blood drawing skills
 Able to apply transfer techniques moving patients
 Able to take vital signs
 Able to detect complications in patients
 Able to write effectively and legibly
 Knowledge of medical terminology
 Able to handle crisis situations
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.00 - 13.50	\$11.00
New Hires, W/ Experience	\$8.90 - 12.55	\$11.34
After Three Years W/ Firm	\$12.00 - 15.00	\$12.92

*Wages for experienced workers appear lower than inexperienced workers because firms hiring entry level workers pay at the higher end of the wage scale.

Hours Worked: Most Licensed Vocational Nurses work full-time at an average of 40 hours per week. Some work part-time averaging 26 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	44%	38%	6%
Dental Insurance	38%	38%	13%
Vision Insurance	19%	31%	6%
Life Insurance	31%	19%	0%
Sick Leave	94%	0%	0%
Vacation	88%	0%	0%
Retirement Plan	56%	19%	0%
Child Care	0%	6%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Licensed Vocational Nurses**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, school or program referrals, and walk-in applicants.

Employer Responses: 16 employers, representing 191 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 250 - 270 (Large)

Gender: Employers responding indicate 10% of workers are male, 90% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

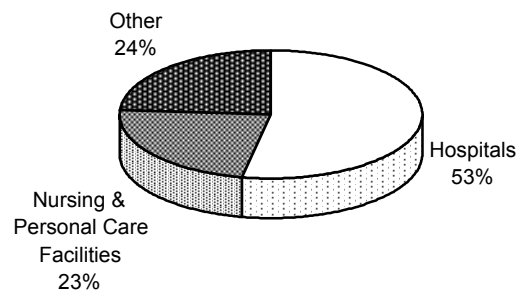
New jobs through 2004: 20

Separations to 2004: 40

Total Openings: 60

Growth Trends: The new job growth rate for this occupation is 8.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: None available

Related DOT Code: 079.374-014

Promotional Opportunities: With additional education, may be promoted to registered nurse or director of staff development

Turnover: Among employers surveyed, the rate is 16.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

LOG HANDLING EQUIPMENT OPERATORS**OES 730080**

Log Handling Equipment Operators operate track or wheel type log handling equipment to unload log trucks and/or gondolas and deck logs by species, size, and sort. They may move logs by species, size, and sort. They may move logs from storage area to deck sawyer or barker area. They usually work in "dry pond" areas, but they may unload logs and drop them in ponds.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates that vocational or technical training is required prior to hire.

Experience: Of those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months of log handling equipment, heavy equipment, farm equipment, excavating, front end loading, or similar experience.

Skills and Qualifications:

Able to perform strenuous, physically demanding work
 Able to work independently
 Willing to work with close supervision
 Able to operate a brazing machine
 Possession of a valid driver's license
 Log grading skills
 Log scaling skills
 Log skidding skills
 Knowledge of logging operations
 Able to follow safe equipment operating practices
 Able to operate hydraulic equipment
 Knowledge of hydraulic systems
 Able to operate logging tractors
 Able to maintain equipment
 Able to operate log yarders

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 11.00	\$10.00
New Hires, W/ Experience	\$9.00 - 17.63	\$12.00
After Three Years W/ Firm	\$12.00 - 18.00	\$14.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Log Handling Equipment Operators work seasonally averaging 48 hours per week. Some work full-time at an average of 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	36%	21%	0%
Dental Insurance	21%	14%	0%
Vision Insurance	21%	14%	0%
Life Insurance	29%	14%	0%
Sick Leave	14%	0%	0%
Vacation	36%	0%	0%
Retirement Plan	14%	36%	0%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Log Handling Equipment Operators**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 133 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 140 - 150 (Medium)

Gender: Employers responding indicate 99% of workers are male, 1% are female.

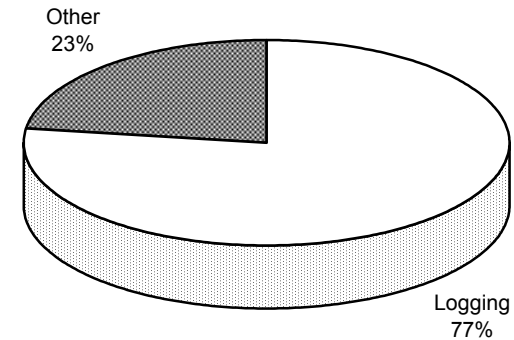
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	30
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 7.1%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Skidder Operator, Loader Operator, Chipper Operator, Log Loader, Equipment Operator

Related DOT Code: 929.663-010

Promotional Opportunities: May be promoted to supervisor, fitter, lead operator, mechanic

Turnover: Among employers surveyed, the rate is 5.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

MACHINISTS**OES 891080**

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to hiring an applicant for this occupation. Few indicate they require or prefer technical or vocational training prior to hire.

Experience: All employers surveyed report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 12 - 60 months of previous experience as a machinist.

Skills and Qualifications:

Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to inspect and evaluate the quality of products
 Able to control operations of equipment or systems (often computer numerically controlled machines)
 Able to read blueprints
 Able to determine the kind of tools and equipment needed to do a job
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to use mathematics to solve problems
 Computer skills
 Manual dexterity skills
 Able to write effectively and legibly
 Able to perform precision work
 Able to stand continuously for 2 or more hours
 Ability to lift at least 50 pounds repeatedly
 Able to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 7.50	\$7.25
New Hires, W/ Experience	\$7.00 - 15.00	\$10.00
After Three Years W/ Firm	\$10.00 - 18.00	\$14.00

Hours Worked: Almost all Machinists work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	7%	0%
Dental Insurance	33%	0%	0%
Vision Insurance	13%	0%	0%
Life Insurance	33%	7%	0%
Sick Leave	40%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	27%	7%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Machinists**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 37 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 100 (Small/Medium)

Gender: Employers responding indicate 97% of workers are male, 3% are female.

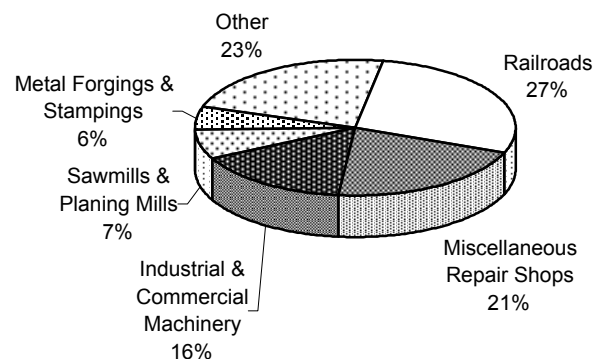
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	10
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Fabricators

Related DOT Code: 600.260-022, 600.280-022, 600.280-026, 600.280-034, 600.280-030, 600.280-042

Promotional Opportunities: May be promoted to lead machinist, or department manager

Turnover: Among employers surveyed, the rate is 10.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

MAIDS AND HOUSEKEEPING CLEANERS**OES 670020**

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, none indicate a requirement or preference for technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of prior experience as a maid or housekeeper.

Skills and Qualifications:

Able to stand for prolonged periods
 Able to lift at least 50 pounds repeatedly
 Able to work independently
 Willing to work with close supervision
 Possession of a reliable vehicle
 Able to administer emergency first aid
 Able to operate commercial laundry machines
 Understanding of cleaning compounds and solutions
 Able to operate commercial vacuum cleaners
 Basic math skills
 Able to follow oral instructions
 Able to read and follow instructions
 Able to write legibly
 Oral communication skills
 Knowledge of safe use of chemicals

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 7.35	\$6.75
New Hires, W/ Experience	\$6.25 - 8.25	\$7.00
After Three Years W/ Firm	\$6.75 - 10.00	\$7.83

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Maids and Housekeeping Cleaners work full-time averaging 40 hours per week. Some work seasonally at an average of 21 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	33%	7%
Dental Insurance	33%	33%	7%
Vision Insurance	33%	27%	7%
Life Insurance	33%	7%	7%
Sick Leave	60%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	7%	20%	13%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Maids and Housekeeping Cleaners**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, Employment Development Department, and current employee referrals.

Employer Responses: 16 employers, representing 105 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 450 - 510 (Very Large)

Gender: Employers responding indicate 23% of workers are male, 77% are female.

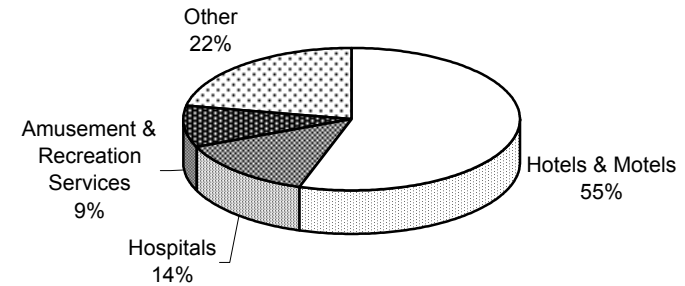
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	60
Total Openings:	120

Growth Trends: The new job growth rate for this occupation is 13.3%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Environmental Aides, Housekeepers, Environmental Service Workers

Related DOT Code: 323.687-010, 323.687-014, 323.687-018

Promotional Opportunities: May be promoted to head housekeeper, desk clerk, or housekeeping supervisor

Turnover: Among employers surveyed, the rate is 17.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

MAINTENANCE REPAIRERS -- GENERAL UTILITY**OES 851320**

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. Some indicate they require or prefer vocational or technical training prior to hire. Employers report a range or training between 12 - 36 months, with an average of 24 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of plumbing, electrical, engine repair, or other trade experience. Employers report 30 months as the average amount of experience.

Skills and Qualifications:

Able to read and follow instructions
 Able to write legibly
 Basic math skills
 Oral communication skills
 Able to provide own hand tools
 Able to work independently
 Willing to work with close supervision
 Able to repair and install heating and air conditioning systems
 Swimming pool maintenance skills
 Plumbing, electrical, carpentry, and painting skills
 Gas and arc welding skills
 Able to do cement work
 Able to operate power hand tools
 Able to read blueprints
 Able to lift at least 50 pounds repeatedly

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union Range	Union Range	Non-Union Median	Union Median
New Hires, No Experience	\$7.00 - 14.38	\$9.62 - 13.23	\$7.00	\$11.47
New Hires, W/ Experience	\$7.00 - 17.26	\$10.77 - 15.00	\$12.00	\$12.79
After Three Years W/ Firm	\$8.00 - 22.20	\$11.65 - 16.50	\$14.00	\$13.99

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all Maintenance Repairers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	33%	0%
Dental Insurance	47%	27%	0%
Vision Insurance	47%	27%	0%
Life Insurance	40%	7%	7%
Sick Leave	87%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	27%	60%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Maintenance Repairers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 10.3% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 690 - 740 (Very Large)

Gender: Employers responding indicate 95% of workers are male, 5% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	110
Total Openings:	160

Growth Trends: The new job growth rate for this occupation is 7.2%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE

Government	30.9%
Educational Services	14.7%
Hotels, Camps, & Other Lodging Places	8.4%
Real Estate	6.4%
Eating & Drinking Places	3.5%
Sawmills & Planing Mills	3.4%
Amusement & Recreation Services	3.4%
Job Training & Related Services	2.2%
Hospitals	1.9%
Religious Organizations	1.8%
Other	23.4%

OTHER INFORMATION:

Alternate Job Titles: Lead Maintenance, Maintenance Mechanic, Maintenance Worker

Related DOT Code: 899.261-014, 899.381-010

Promotional Opportunities: May be promoted to maintenance supervisor, services supervisor, environmental services manager

Union/Collective Bargaining: Yes. Many employers responding indicate their employees are unionized.

Employer Responses: 15 employers, representing 58 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

MEDICAL ASSISTANTS**OES 660050**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a high school diploma or equivalent. Many employers indicate they require or prefer training prior to employment. Medical Assistants are not licensed, certified, or registered by the state. The work site must have documentation of training completion and the supervising physician must be on the premises.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience. They indicate they also hire experienced applicants in a medical-related field. This may include nursing assistance, home health care, or other experience in a doctor's office.

Skills and Qualifications:

Able to actively look for ways to help people
 Able to complete and explain medical insurance forms
 Able to transcribe medical records and reports
 Able to administer injections
 Able to administer an electro-cardiograph (EKG) test
 Able to apply sterilization techniques
 Blood drawing skills
 Understanding of inventory techniques
 Able to follow billing procedures
 Able to use word processing and database software
 Able to listen to what others are saying and ask questions appropriately
 Able to talk to others to effectively convey information
 Able to handle crisis situations
 Knowledge of medical terminology
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 9.00	\$8.00
New Hires, W/ Experience	\$6.50 - 12.00	\$9.00
After Three Years W/ Firm	\$8.50 - 16.00	\$10.00

Hours Worked: Most Medical Assistants work full-time averaging 40 hours per week. Few work part-time at an average of 23 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	20%	0%
Dental Insurance	27%	20%	0%
Vision Insurance	27%	20%	0%
Life Insurance	20%	20%	0%
Sick Leave	67%	0%	0%
Vacation	60%	0%	0%
Retirement Plan	33%	20%	13%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Medical Assistants**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 61 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 110 (Small/Medium)

Gender: Employers responding indicate 28% of workers are male, 72% are female.

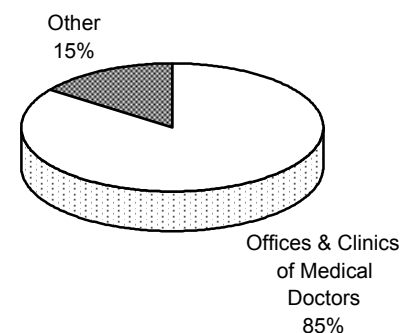
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
<u>Separations to 2004:</u>	10
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 37.5%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firms employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Front Office Medical Assistant, Medical Technical Assistant, Ophthalmic Technician

Related DOT Code: 079.362-010, 079.364-010, 079.374-018
355.667-010

Promotional Opportunities: May be promoted to senior medical assistant, supervisor, administrator, or licensed vocational nurse with additional education

Turnover: Among employers surveyed, the rate is 23.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

NURSE AIDES**OES 660080**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Many indicate they require vocational or technical training prior to hire. Employers report a range of training between 3 - 12 months, with an average of 7 months. State certification as a nurse aide requires 100 hours of supervised clinical training and 50 hours of classroom training.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 12 months of experience as a nurse aide, with an average of 9 months.

Skills and Qualifications:

Actively looking for ways to help people
 Being aware of others' reactions and understanding why they react the way they do
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Adjusting actions in relation to others' actions
 Talking to others to effectively convey information
 Generating or adapting equipment and technology to serve user needs
 Understanding written sentences and paragraphs in work documents
 Communicating effectively with others in writing as indicated by the needs of the audience
 Determining the kind of tools and equipment needed to do a job
 Watching gauges, dials, or other indicators to make sure a machine is working properly

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 9.04	\$8.28
New Hires, W/ Experience	\$7.00 - 10.00	\$8.70
After Three Years W/ Firm	\$7.25 - 10.96	\$9.69

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Most Nurse Aides work full-time at an average of 40 hours per week. Few work part-time averaging 21 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	25%	56%	0%
Dental Insurance	25%	50%	0%
Vision Insurance	38%	31%	0%
Life Insurance	50%	19%	0%
Sick Leave	88%	6%	0%
Vacation	88%	6%	0%
Retirement Plan	31%	31%	6%
Child Care	0%	13%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Nurse Aides**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, current employee referrals, and school or program referrals.

Turnover: Among employers surveyed, the rate is 42.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 430 - 490 (Very Large)

Gender: Employers responding indicate 16% of workers are male, 84% are female.

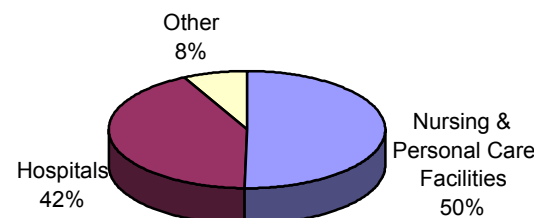
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	40
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 14.0%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Certified Nurse Aide, Certified Nursing Assistant, Primary Care Giver, Care Giver

Related DOT Code: 354.374-010, 354.377-010, 354.677-010, 355.674-014, 355.674-018

Promotional Opportunities: May be promoted to medical technician; to LVN or RN with additional education

Employer Responses: 16 employers, representing 334 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

ORDER FILLERS, WHOLESALE AND RETAIL SALES**OES 580260**

Wholesale and Retail Sales Order Fillers fill customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms. Their duties include computing prices of items, completing order receipts, keeping records of out-going orders, requisitioning additional material, supplies and equipment, and other related tasks. Does not include Laborers, Stock Clerks, and workers whose primary duties involve weighing and checking.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Of those surveyed, none indicate a requirement or preference for technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of prior order filling, sales, or other retail experience.

Skills and Qualifications:

Able to understand written sentences and paragraphs in work documents
 Able to use mathematics to solve problems
 Able to lift 50 pounds repeatedly
 Willing to work with close supervision
 Able to work independently
 Telephone answering skills
 Able to understand inventory techniques
 Able to requisition supplies
 Record keeping skills
 Oral communication skills
 Able to write legibly
 Organizational skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 7.50	\$6.50
New Hires, W/ Experience	\$6.25 - 12.08	\$7.50
After Three Years W/ Firm	\$6.54 - 14.38	\$9.50

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Oder Fillers work full-time at an average of 40 hours per week. Some work seasonally averaging 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	44%	13%	6%
Dental Insurance	31%	13%	0%
Vision Insurance	25%	19%	0%
Life Insurance	31%	0%	0%
Sick Leave	56%	0%	0%
Vacation	75%	0%	0%
Retirement Plan	6%	38%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Order Fillers, Wholesale and Retail Sales**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, by "word of mouth", and current employee referrals.

Employer Responses: 17 employers, representing 85 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 - 70 (Small)

Gender: Employers responding indicate 67% of workers are male, 33% are female.

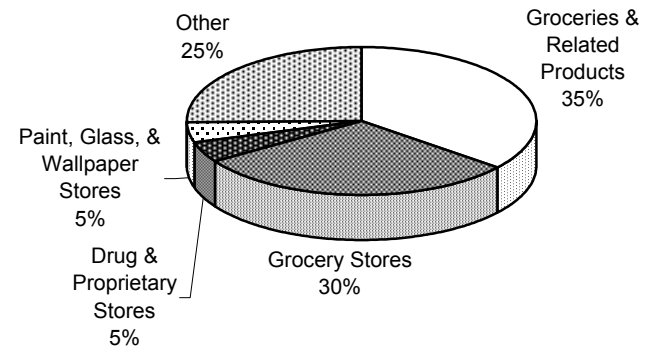
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



Alternate Job Titles: Clerk, Sales Assistant, Salesperson, Warehouse, Packing Filler

Related DOT Code: 222.487-014

Promotional Opportunities: May be promoted to checker, salesperson, supervisor, or office manager

Turnover: Among employers surveyed, the rate is 23.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

PERSONAL AND HOME CARE AIDES**OES 680350**

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Many indicate they require technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months experience as a personal and home care aide or similar background.

Skills and Qualifications:

Able to talk to others to effectively convey information

Being aware of others' reactions and understanding why they react the way they do

Able to actively look for ways to help people

Able to listen to what others are saying and ask questions as appropriate

Able to teach others how to do something

Able to use logic and analysis to identify the strengths and weaknesses of different approaches

Able to identify the things that must be changed to achieve a goal

Able to observe and evaluate the outcomes of a problem solution to identify lessons learned or redirect efforts

Able to use multiple approaches when learning or teaching new things

Possession of a valid driver's license and reliable vehicle

Able to maintain high standards of personal cleanliness

Understanding of good diet and nutrition

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	\$7.00
New Hires, W/ Experience	\$6.25 - 9.20	\$7.21
After Three Years W/ Firm	\$6.50 - 10.50	\$8.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Personal and Home Care Aides work full-time at an average of 37 hours per week. Some work part-time averaging 18 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	20%	0%	27%	7%	0%	0%
Dental Insurance	13%	0%	27%	0%	7%	0%
Vision Insurance	13%	0%	13%	0%	7%	0%
Life Insurance	33%	7%	7%	7%	0%	0%
Sick Leave	47%	7%	0%	7%	0%	0%
Vacation	53%	7%	0%	7%	0%	0%
Retirement Plan	7%	0%	7%	0%	7%	7%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Personal and Home Care Aides**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and current employee referrals.

Employer Responses: 15 employers, representing 292 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 -- 70 (Small)

Gender: Employers responding indicate 15% of workers are male, 85% are female.

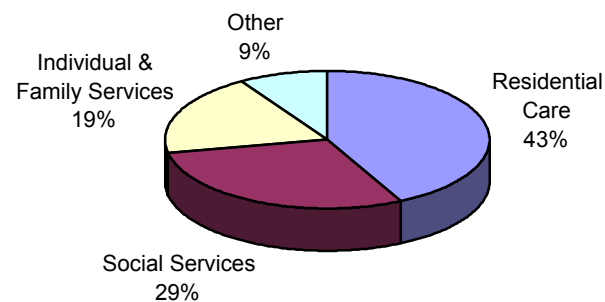
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Respite Worker, Home Care Aide, Care Giver, Care Provider, Residential Care Aide

Related DOT Code: 309.354-010, 359.573-010

Promotional Opportunities: May be promoted to supervisor, program coordinator, director, or other administrative position

Turnover: Among employers surveyed, the rate is 26.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

POLICE PATROL OFFICERS**OES 630140**

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Almost all indicate they require technical or vocational training prior to hire. Employers report that candidates must graduate from and be certified by a valid Peace Officer Standards Training (POST) academy.

Experience: Some employers report they require or prefer work experience in this occupation. Those seeking experience tend to hire applicants with 3 - 12 months of previous peace officer experience.

Skills and Qualifications:

Able to administer emergency first aid
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to be aware of others' reactions and to understand why they react the way they do
 Able to identify the nature of problems
 Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask questions appropriately
 Able to know how to find and identify essential information
 Able to weigh the relative costs and benefits of a potential action
 Able to write effectively and legibly
 Able to pass a pre-employment medical examination
 Able to pass psychological interview
 Willingness to work with close supervision
 Able to pass a physical performance test
 Knowledge of Internet crime

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.59 - 14.33	\$11.48
New Hires, W/ Experience	\$9.97 - 16.68	\$12.44
After Three Years W/ Firm	\$9.97 - 18.99	\$14.77

Hours Worked: Almost all Police Patrol Officers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	67%	33%	0%
Dental Insurance	67%	33%	0%
Vision Insurance	58%	33%	0%
Life Insurance	50%	8%	8%
Sick Leave	92%	8%	0%
Vacation	92%	8%	0%
Retirement Plan	83%	17%	0%
Child Care	0%	0%	0%

*Percentage is based on 12 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Police Patrol Officers**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, school or program referrals, and walk-in applicants.

Employer Responses: 12 employers, representing 250 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 580 - 620 (Very Large)

Gender: Employers responding indicate 95% of workers are male, 5% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

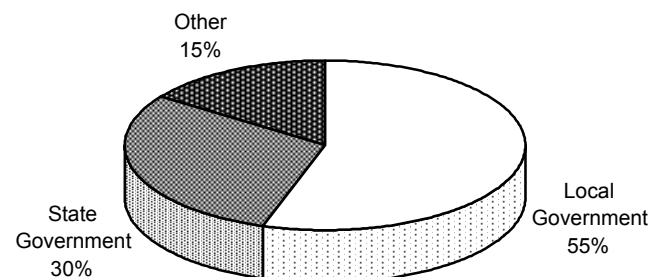
New jobs through 2004: 40

Separations to 2004: 140

Total Openings: 180

Growth Trends: The new job growth rate for this occupation is 6.9%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Police Officer, Code Enforcement Officer, California Highway Patrol Officer

Related DOT Code: 375.263-014, 375.263-018, 375.264-010, 375.267-038, 375.367-018, 379.263-014, 372.367-010

Promotional Opportunities: May be promoted to sergeant, detective, lieutenant, captain, commander, or chief of police

Turnover: Among employers surveyed, the rate is 12.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers report their employees are unionized.

RECEPTIONISTS AND INFORMATION CLERKS**OES 553050**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

EMPLOYER REQUIREMENTS

Education and Training: All employers responding report they require a high school diploma or equivalent. Few require technical or vocational training prior to employment.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months experience. They indicate they also hire experienced applicants in office-related fields. These include: secretary, medical clerical, or other general clerical experience.

Skills and Qualifications:

Able to talk to others effectively to convey information
 Able to listen to what others are saying and ask appropriate questions
 Able to actively look for ways to help people
 Alphabetic and numeric filing skills
 Bookkeeping skills
 Able to operate a multi-line command phone center
 Able to use word processing, spreadsheet, and database software
 Telephone answering skills
 Able to write effectively and legibly
 Public contact skills/oral communication skills/customer service skills
 Able to type at least 45 words per minute
 Able to work under pressure
 Able to adjust actions in relation to others' actions
 Able to multi-task/strong organizational skills
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 8.00	\$7.00
New Hires, W/ Experience	\$7.00 - 10.00	\$7.96
After Three Years W/ Firm	\$7.00 - 10.50	\$9.00

Hours Worked: Most Receptionists and Information Clerks work full-time averaging 40 hours per week. Few work part-time at an average of 23 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	27%	0%
Dental Insurance	40%	20%	0%
Vision Insurance	20%	20%	0%
Life Insurance	33%	7%	7%
Sick Leave	80%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	40%	20%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Receptionists and Information Clerks**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 15 employers, representing 92 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 430 - 460 (Very Large)

Gender: Employers responding indicate 1% of workers are male, 99% are female.

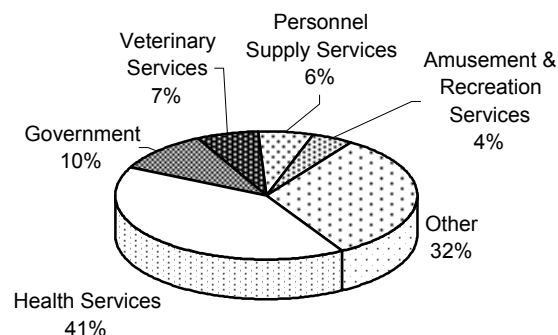
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
<u>Separations to 2004:</u>	60
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 7.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Medical Receptionist, Front Office Clerk, Customer Service Representative, Admitting Receptionist

Related DOT Code: 237.367-010, 237.367-018, 237.367-022, 237.367-038, 237.367-046, 249.262-010, 237.367-042

Promotional Opportunities: May be promoted to supervising receptionist, office manager, assistant project director, billing assistant, secretary, administrative clerk, auditor, or other clerical

Turnover: Among employers surveyed, the rate is 14.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

RESIDENTIAL COUNSELORS**OES 273070**

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Many indicate they require or prefer vocational or technical training prior to hire. Employers report a range of training between 1 - 12 months, with an average of 3 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of counseling, social work, or health care-related experience. Employers report 15 months as the average amount of experience.

Skills and Qualifications:

Being aware of others' reactions and understanding why they react as they do

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Talking to others to convey information effectively

Adjusting actions in relation to others' actions

Communicating effectively in writing as appropriate for the needs of the audience

Considering the relative costs and benefits of potential actions to choose the most appropriate one

Understanding the relative costs and benefits of potential actions to choose the most appropriate one

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$8.00
New Hires, W/ Experience	\$6.75 - 12.00	\$8.54
After Three Years W/ Firm	\$8.00 - 14.00	\$9.80

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Residential Counselors work full-time at an average of 40 hours per week. Some work part-time averaging 24 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	36%	0%	21%	0%	14%	0%
Dental Insurance	14%	0%	14%	0%	0%	0%
Vision Insurance	14%	0%	14%	0%	0%	0%
Life Insurance	21%	0%	14%	0%	0%	0%
Sick Leave	64%	0%	0%	0%	0%	0%
Vacation	79%	7%	0%	0%	0%	0%
Retirement Plan	0%	0%	21%	0%	7%	0%
Child Care	0%	0%	0%	0%	7%	0%

*Percentage is based on 14 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Residential Counselors**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and by "word of mouth".

Turnover: Among employers surveyed, the rate is 40.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 180 - 200 (Large)

Gender: Employers responding indicate 23% of workers are male, 77% are female.

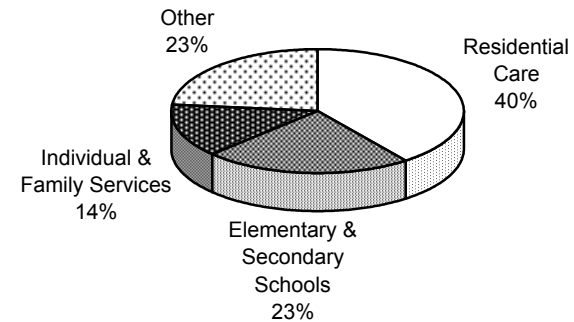
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 11.1%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Administrators, Care Givers, Residence Hall Director, House Manager

Related DOT Code: 187.167-186

Promotional Opportunities: May be promoted to shelter manager, facility manager, or program director

Employer Responses: 14 employers, representing 172 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

RESPIRATORY CARE PRACTITIONERS**OES 323020**

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least an associate's degree prior to hiring an applicant for this occupation. The state requires candidates for this occupation to graduate from a respiratory therapy school reviewed and approved by the Respiratory Care Board. Licensing follows the successful completion of a 24-month training program.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months or previous experience as a respiratory care practitioner.

Skills and Qualifications:

Able to control operations of equipment or systems (includes ability to administer an electro-encephalograph and electro-cardiograph test)
 Able to assist physician during bronchoscopy
 Able to perform endotracheal intubation
 Able to understand written sentences and paragraphs in work documents
 Able to assess how well one is doing when learning or doing something
 Able to listen to what others are saying and ask questions as appropriate
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to identify the nature of problems
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Able to actively look for ways to help people
 Able to write effectively and legibly
 Able to work under pressure and handle crisis situations

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$15.50 - 17.00	\$13.40 - 13.40	\$16.68	\$13.40
New Hires, W/ Experience	\$14.52 - 18.00	\$13.92 - 19.00	\$16.99	\$16.46
After Three Years W/ Firm	\$16.00 - 22.00	\$15.64 - 22.00	\$19.00	\$18.82

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Respiratory Care Practitioners work full-time at an average of 38 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	11%	78%	0%
Dental Insurance	11%	78%	0%
Vision Insurance	11%	67%	0%
Life Insurance	56%	33%	0%
Sick Leave	78%	11%	0%
Vacation	100%	0%	0%
Retirement Plan	44%	33%	0%
Child Care	0%	0%	0%

*Percentage is based on 9 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Respiratory Care Practitioners**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, walk-in applicants, current employee referrals, and in-house promotion or transfer.

Employer Responses: 9 employers, representing 36 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 - 80 (Small)

Gender: Employers responding indicate 53% of workers are male, 47% are female.

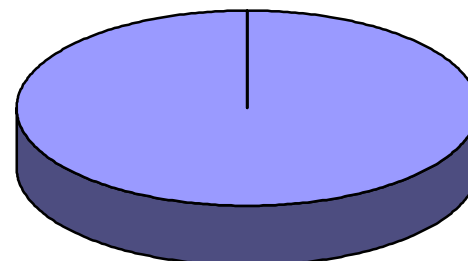
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	10
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 33.3%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



Hospitals
100%

OTHER INFORMATION:

Alternate Job Titles: Respiratory Therapists

Related DOT Code: 076.361-014

Promotional Opportunities: May be promoted to manager, department supervisor, or director

Turnover: Among employers surveyed, the rate is 8.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

SALESPERSONS, PARTS**OES 490140**

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Of employers surveyed, none indicates a requirement for vocational or technical training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior experience working in the following areas: shipping and receiving, stocking, cashiering, service mechanic, customer service, or parts sales.

Skills and Qualifications:

Able to actively look for ways to help people
 Able to talk to others to effectively convey information
 Being aware of others' reactions and understanding why they react the way they do
 Able to inspect and evaluate the quality of products
 Able to listen to what others are saying and ask questions as appropriate
 Able to identify the nature of problems
 Able to know how to find information and identify essential information
 Able to understand written sentences and paragraphs in work documents
 Able to use mathematics to solve problems
 Able to determine what is causing an operating error and decide what to do about it
 Able to apply sales techniques
 Able to understand inventory techniques

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	\$6.50
New Hires, W/ Experience	\$6.25 - 10.00	\$8.00
After Three Years W/ Firm	\$7.48 - 16.11	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Parts Salespersons work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	47%	0%
Dental Insurance	13%	33%	0%
Vision Insurance	13%	20%	0%
Life Insurance	33%	13%	0%
Sick Leave	60%	7%	0%
Vacation	100%	0%	0%
Retirement Plan	20%	47%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Parts Salespersons**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 77 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 120 (Medium)

Gender: Employers responding indicate 73% of workers are male, 27% are female.

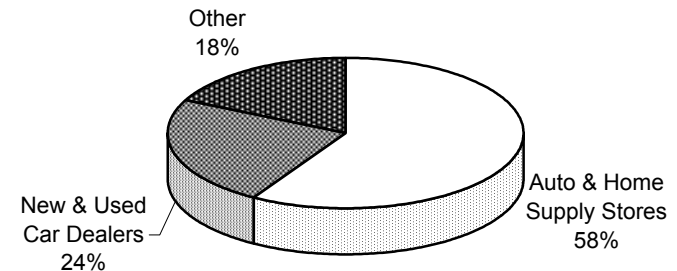
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	30
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the new job growth rate of 9.1% for occupations in the consortium. Most employers project their firm's employment in this occupation to grow over the next two years. Many anticipate growth to remain stable over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Counter Salesperson

Related DOT Code: 277.357-050, 279.357-062

Promotional Opportunities: May be promoted to parts manager, supervisor, assistant manager, or manager

Turnover: Among employers surveyed, the rate is 17.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

SOCIAL WORKERS -- EXCEPT MEDICAL AND PSYCHIATRIC**OES 273050**

Social Workers (except Medical and Psychiatric), counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Most indicate they require at least an associate's degree, while many report they require at least a bachelor's degree prior to hire. Most indicate they require technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of experience as a social worker, eligibility worker, or with a background in human services or the court system.

Skills and Qualifications:

Able to understand a variety of cultures
 Able to apply complex rules and regulations
 Able to work independently
 Leadership skills
 Able to handle crisis situations
 Possession of a clean police record
 Willing to work with close supervision
 Knowledge of veterans services
 Knowledge of protective services for children and adults
 Knowledge of family social work
 Vocational counseling skills
 Able to interview others for information
 Possession of a valid driver's license
 Understanding of court proceedings
 Able to write effectively and legibly

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$7.50 - 15.00	\$11.75 - 17.48	\$7.92	\$14.56
New Hires, W/ Experience	\$7.50 - 15.30	\$10.91 - 18.35	\$10.75	\$14.17
After Three Years W/ Firm	\$8.50 - 18.00	\$12.03 - 19.27	\$13.25	\$15.53

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Social Workers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	27%	7%
Dental Insurance	60%	20%	7%
Vision Insurance	40%	20%	7%
Life Insurance	53%	20%	7%
Sick Leave	93%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	27%	40%	7%
Child Care	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Social Workers -- Except Medical/Psychiatric**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, the Internet, and the Employment Development Department.

Employer Responses: 15 employers, representing 115 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 220 (Large)

Gender: Employers responding indicate 31% of workers are male, 69% are female.

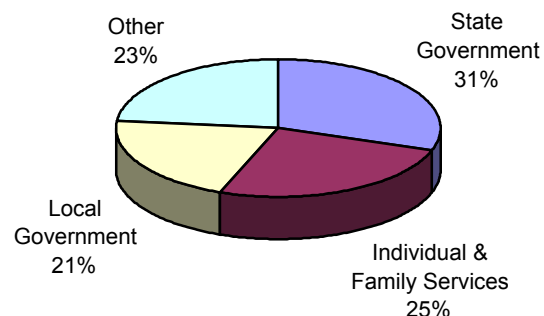
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	20
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average new job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many anticipate growth to remain stable over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Social Services Worker, Social Service Coordinator, Case Manager, Program Specialist

Related DOT Code: 195.267-010, 195.107-014, 195.107-018

Promotional Opportunities: May be promoted to program manager, supervisor, coordinator, executive director

Turnover: Among employers surveyed, the rate is 15.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

TEACHERS -- ELEMENTARY SCHOOL**OES 313050**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a bachelor's degree prior to hiring an applicant for this occupation. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Elementary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Few employers report that they require work experience in this occupation.

Skills and Qualifications:

Knowledge of algebra
Audiovisual teaching skills
Artistic skills
Musical skills
Supervisory skills
Classroom management skills
Record keeping skills
Ability to administer first aid
Possession of a state teacher's certificate
Able to write effectively
Problem solving skills
Understanding of a variety of cultures
Possession of a clean police record
Ability to exercise patience
Ability to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.83 - 15.34	\$13.33
New Hires, W/ Experience	\$11.83 - 19.42	\$14.32
After Three Years W/ Firm	\$13.00 - 25.53	\$16.55

Hours Worked: Almost all Elementary School Teachers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	94%	6%	0%
Dental Insurance	100%	0%	0%
Vision Insurance	94%	0%	0%
Life Insurance	56%	0%	0%
Sick Leave	94%	0%	0%
Vacation	6%	0%	0%
Retirement Plan	31%	38%	6%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Elementary School Teachers**

Experienced applicants: Very Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges & universities, newspaper ads, and the Internet.

Employer Responses: 16 employers, representing 619 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 1270 - 1290 (Very Large)

Gender: Employers responding indicate 26% of workers are male, 74% are female.

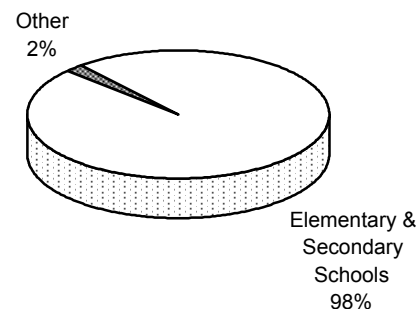
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	160
Total Openings:	180

Growth Trends: The new job growth rate for this occupation is 1.6%, which is growing slower than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate a decline in employment over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Teachers

Related DOT Code: 092.227-010, 099.224-010

Promotional Opportunities: May be promoted to vice principal, principal, superintendent, or other administrative job

Turnover: Among employers surveyed, the rate is 1.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

TEACHERS, PRESCHOOL**OES 313030**

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, almost all employers report they require an associate's degree. Most indicate they require technical or vocational training prior to hire. Employers generally express this training as the completion of 6 - 24 months of early childhood education.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of preschool teaching experience.

Skills and Qualifications:

Able to speak to others to effectively convey information
 Able to use multiple approaches when learning or teaching new things
 Able to teach others how to do something
 Being aware of others' reactions and understanding why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to understand written sentences and paragraphs in work documents
 Able to assess how well one is doing when learning or doing something
 Able to adjust actions in relation to others' actions
 Able to develop approaches for implementing an idea
 Able to manage one's own time and the time of others
 Able to actively look for ways to help people
 Knowledge of child abuse and health issues
 Able to administer first aid
 Possession of a clean police record

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.20	\$6.75
New Hires, W/ Experience	\$6.25 - 12.00	\$9.21
After Three Years W/ Firm	\$6.90 - 13.07	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Preschool Teachers work full-time averaging 39 hours per week. Some work seasonally at an average of 34 hours weekly. Some work part-time averaging 21 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>		<u>Employee Pays All</u>	
	FT	PT	FT	PT	FT	PT
Medical Insurance	29%	6%	18%	6%	0%	0%
Dental Insurance	29%	0%	6%	6%	6%	0%
Vision Insurance	29%	0%	0%	6%	0%	0%
Life Insurance	29%	0%	0%	0%	0%	0%
Sick Leave	65%	24%	0%	6%	0%	0%
Vacation	65%	18%	0%	6%	0%	0%
Retirement Plan	18%	0%	29%	6%	0%	0%
Child Care	12%	12%	6%	6%	6%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Preschool Teachers**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and by "word of mouth".

Employer Responses: 17 employers, representing 138 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 210 -- 240 (Large)

Gender: Employers responding indicate 1% of workers are male, 99% are female.

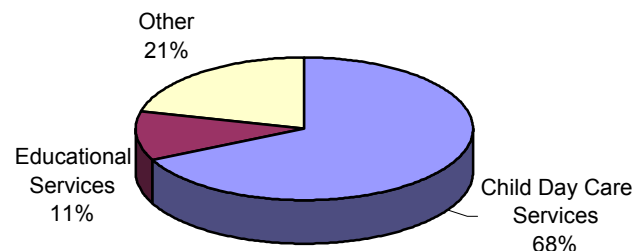
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	30
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 14.3%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Teacher, Child Development Teacher

Related DOT Code: 092.227-018

Promotional Opportunities: May be promoted to head teacher, site supervisor, or teaching director

Turnover: Among employers surveyed, the rate is 20.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

TEACHERS -- SECONDARY SCHOOL**OES 313080**

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a bachelor's degree or equivalent. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for this occupation. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university. Employers report a range of training between 12 - 72 months, with an average of 48 months. This training reported includes formal college education.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of teaching experience, with an average of 26 months.

Skills and Qualifications:

Talking to other to convey information effectively
 Teaching others how to do something
 Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
 Understanding written sentences and paragraphs in work documents
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Being aware of others' reactions and understanding why they react as they do
 Using mathematics to solve problems
 Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
 Communicating effectively in writing as appropriate for the needs of the audience

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$19.47 - 27.35	\$24.06
New Hires, W/ Experience	\$22.35 - 37.80	\$26.18
After Three Years W/ Firm	\$24.58 - 39.97	\$27.99

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Secondary School Teachers work full-time averaging 38 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	56%	44%	0%
Dental Insurance	69%	25%	0%
Vision Insurance	69%	25%	0%
Life Insurance	44%	6%	13%
Sick Leave	100%	0%	0%
Vacation	13%	0%	0%
Retirement Plan	13%	81%	0%
Child Care	0%	0%	6%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Secondary School Teachers**

Experienced applicants: Insufficient Data

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, colleges and universities.

Turnover: Among employers surveyed, the rate is 5.7% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 620 - 660 (Very Large)

Gender: Employers responding indicate 43% of workers are male, 57% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

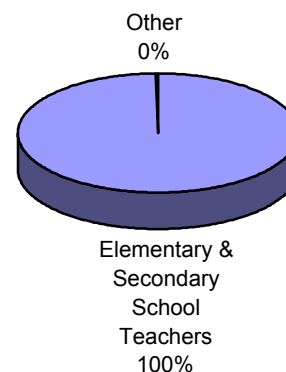
New jobs through 2006: 40

Separations to 2006: 140

Total Openings: 180

Growth Trends: The new job growth rate for this occupation is 6.5%, which is growing slower than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect a decline in growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Certified Teacher, High School Teacher

Related DOT Code: 091.227-010, 091.221-010

Promotional Opportunities: May be promoted to principal, vice principal, or other administrative position

Employer Responses: 16 employers, representing 563 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

TEACHERS AND INSTRUCTORS -- VOCATIONAL EDUCATION AND TRAINING**OES 313140**

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require at least a bachelor's degree prior to employment. Some indicate they require additional technical or vocational training prior to hire. To a few, this further training involves a teaching credential in subject area.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 60 months of prior vocational education experience. Many, however, do not require or prefer previous experience.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask appropriate questions
 Able to use multiple approaches when learning or teaching new things
 Able to write effectively and legibly
 Able to understand foreign accents
 Knowledge of Occupational Safety and Health Administration standards
 Able to perform advanced mathematical computations
 Able to perform strenuous, physical work
 Able to work independently
 Able to work under pressure
 Able to maintain classroom discipline
 Able to understand written sentences and paragraphs in work documents
 Able to weigh the relative costs and benefits of a potential action

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$16.41 - 25.00	\$11.51 - 23.01	\$21.19	\$15.94
New Hires, W/ Experience	\$7.00 - 25.00	\$11.51 - 26.85	\$14.46	\$16.16
After Three Years W/ Firm	\$11.00 - 29.86	\$12.47 - 28.38	\$15.17	\$17.56

*Wages for experienced workers appear lower than inexperienced workers because firms hiring entry level workers pay at the higher end of the wage scale.

Hours Worked: Almost all Vocational Education and Training Teachers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	31%	38%	0%
Dental Insurance	31%	38%	0%
Vision Insurance	25%	31%	0%
Life Insurance	25%	31%	0%
Sick Leave	69%	6%	0%
Vacation	44%	0%	0%
Retirement Plan	44%	19%	0%
Child Care	0%	6%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Vocational Ed. & Training Teachers**

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges & universities, and the Internet.

Employer Responses: 16 employers, representing 236 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 390 - 430 (Very Large)

Gender: Employers responding indicate 59% of workers are male, 41% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

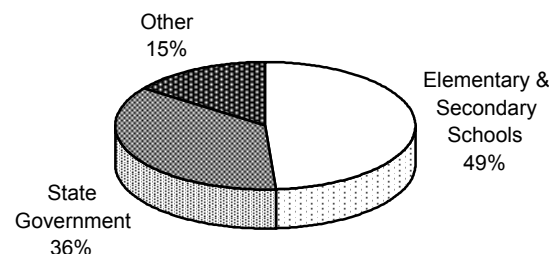
New jobs through 2004: 40

Separations to 2004: 30

Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 10.3%, which is growing faster than the average job growth rate of 7.7% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Regional Occupational Program Teacher, Community Educator, Instructor

Related DOT Code: 097.221-010, 099.227-014, 166.221-010, 090.222-010, 099.227-030

Promotional Opportunities: May be promoted to department head

Turnover: Among employers surveyed, the rate is 10.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers report their employees are unionized.

TELLERS**OES 531020**

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Of those surveyed, none indicates a requirement or preference for prior vocational or technical training.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a teller, cashier, customer service representative, or other cash handling experience.

Skills and Qualifications:

Able to use mathematics to solve problems
 Able to actively look for ways to help people
 Able to talk to others to effectively convey information
 Able to be aware of others' reactions and understand why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to understand written sentences and paragraphs in work documents
 Able to identify the nature of problems
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to perform routine, repetitive work
 Able to stand continuously for 2 or more hours
 Willingness to work with close supervision
 Alphabetic and numeric filing skills
 Basic computer software skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 8.50	\$7.49
New Hires, W/ Experience	\$7.50 - 9.50	\$8.33
After Three Years W/ Firm	\$8.00 - 11.00	\$9.67

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Tellers work part-time at an average of 25 hours per week. Some work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	7%	13%	53%	73%	0%	7%
Dental Insurance	7%	13%	53%	73%	0%	7%
Vision Insurance	7%	13%	33%	47%	7%	13%
Life Insurance	27%	40%	20%	27%	7%	20%
Sick Leave	53%	80%	0%	7%	0%	0%
Vacation	60%	87%	0%	7%	0%	0%
Retirement Plan	7%	0%	40%	60%	0%	13%
Child Care	0%	0%	0%	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Tellers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 117 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 290 (Large)

Gender: Employers responding indicate 14% of workers are male, 86% are female.

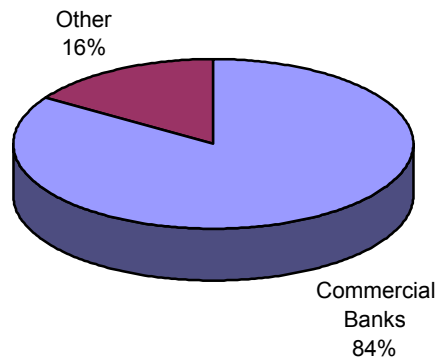
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	90
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Financial Service Representative, Member Service Representative, Customer Service Teller

Related DOT Code: 211.362-014, 211.362-018, 211.382-010, 219.462-010

Promotional Opportunities: May be promoted to senior teller, vault teller, new accounts, loan officer, operations officer, branch supervisor, or manager

Turnover: Among employers surveyed, the rate is 21.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

TIRE REPAIRERS AND CHANGERS**OES 859530**

Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Includes only employees who primarily repair and change tires.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Few indicate they require vocational or technical training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of tire repairing and changing, mechanical, or automotive experience.

Skills and Qualifications:

Able to repair machines or systems using the needed tools
 Able to determine the kind of tools and equipment needed to do a job
 Able to control operations of equipment or systems
 Able to identify the nature of problems
 Able to install equipment, machines, wiring, or programs to meet specifications
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to inspect and evaluate the quality of products
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to lift at least 100 pounds repeatedly
 Able to apply sales techniques
 Able to work independently
 Possession of a valid driver's license
 Public contact skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	\$7.00
New Hires, W/ Experience	\$6.25 - 9.00	\$8.00
After Three Years W/ Firm	\$7.00 - 14.10	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Tire Repairers and Changers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	20%	0%
Dental Insurance	13%	20%	7%
Vision Insurance	7%	20%	0%
Life Insurance	27%	13%	0%
Sick Leave	27%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	20%	27%	0%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	Insufficient Data	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Tire Repairers and Changers**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 73 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 70 (Small)

Gender: Employers responding indicate 99% of workers are male, 1% are female.

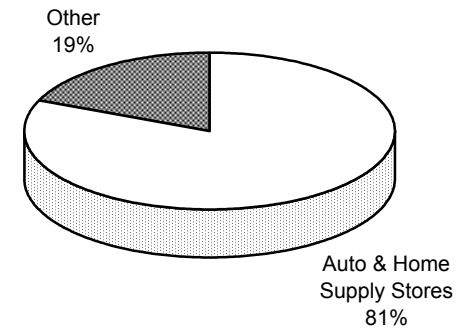
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	20
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Some anticipate employment to remain stable over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Tire Repairman, Technical Tire Installer, Technician

Related DOT Code: 915.684-010

Promotional Opportunities: May be promoted to head mechanic, tire manager, service writer, assistant manager

Turnover: Among employers surveyed, the rate is 27.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

TRUCK DRIVERS -- HEAVY OR TRACTOR TRAILER**OES 971020**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Most indicate they require or prefer technical training from a truck driving school prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months of previous truck driving experience.

Skills and Qualifications:

Able to operate a fork lift
 Able to read invoices
 Record keeping skills
 Able to drive trucks long distances
 Able to load and unload freight
 Able to meet Interstate Commerce Commission requirements
 Possession of a Class A driver's license
 Possession of a Class B driver's license
 Knowledge of local streets
 Able to pass a pre-employment medical examination
 Able to lift at least 75 pounds repeatedly
 Able to work independently
 Possession of a good Department of Motor Vehicles driving record
 Able to read and follow instructions
 Able to read a road map

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.19 - 10.00	\$8.60
New Hires, W/ Experience	\$8.00 - 14.38	\$12.00
After Three Years W/ Firm	\$10.50 - 19.18	\$13.00

Hours Worked: Almost all Truck Drivers work full-time averaging 42 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	20%	0%
Dental Insurance	33%	13%	0%
Vision Insurance	27%	13%	0%
Life Insurance	47%	13%	0%
Sick Leave	13%	0%	0%
Vacation	47%	7%	0%
Retirement Plan	40%	7%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Truck Drivers -- Heavy or Tractor Trailer**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 232 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 780 - 840 (Very Large)

Gender: Employers responding indicate 96% of workers are male, 4% are female.

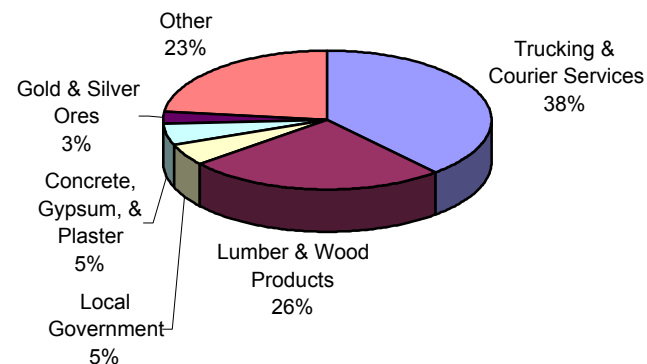
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004: 60
Separations to 2004: 80
 Total Openings: 140

Growth Trends: The new job growth rate for this occupation is 7.7%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 7.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Cement Mix Truck Driver, Company Driver

Related DOT Code: 900.683-010, 902.683-010, 903.683-018, 904.383-010, 904.683-010, 905.663-010, 905.663-014

Promotional Opportunities: May be promoted to dispatcher, supervisor, or manager

Turnover: Among employers surveyed, the rate is 17.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

TRUCK DRIVERS, LIGHT -- INCLUDING DELIVERY AND ROUTE WORKERS**OES 971050**

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Few indicate they require technical or vocational training prior to hire. Those seeking training indicate an average of 3 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 12 months of truck driving, fork lift, or shipping and receiving experience. Employers report 8 months as the average amount of experience.

Skills and Qualifications:

Knowledge of local streets
 Ability to operate a forklift
 Ability to read invoices
 Record keeping skills
 Ability to load and unload freight
 Map reading skills
 Ability to lift at least 75 pounds repeatedly
 Ability to pass a pre-employment medical examination
 Possession of a good DMV driving record
 Ability to work independently
 Oral communication skills
 Basic math skills
 Ability to read and follow instructions
 Ability to write legibly

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$8.00
New Hires, W/ Experience	\$6.75 - 13.00	\$10.00
After Three Years W/ Firm	\$10.00 - 16.00	\$12.00

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Light Truck Drivers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	7%	7%
Dental Insurance	13%	13%	7%
Vision Insurance	7%	13%	7%
Life Insurance	13%	0%	20%
Sick Leave	27%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	13%	20%	0%
Child Care	0%	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Truck Drivers, Light**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", walk-in applicants, and newspaper ads.

Turnover: Among employers surveyed, the rate is 10.2% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 460 - 520 (Very Large)

Gender: Employers responding indicate 94% of workers are male, 6% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	50
Total Openings:	110

Growth Trends: The new job growth rate for this occupation is 13.0%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers surveyed project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE

Trucking & Courier Services, Except Air	40.7%
Automotive Dealers & Gasoline Stations	8.5%
Groceries & Related Products	5.6%
Air Transportation	5.0%
Petroleum & Petroleum Products	3.6%
Automotive Repair Shops	3.5%
Miscellaneous Equipment Rental & Leasing	3.1%
Fuel Dealers	2.9%
Eating & Drinking Places	2.7%
Other	24.4%

OTHER INFORMATION:

Alternate Job Titles: Delivery Driver, Tow Truck Driver, Route Driver

Related DOT Code: 906.683-010, 906.683-014, 906.683-018, 906.683-022, 913.663-018, 919.663-022

Promotional Opportunities: May be promoted to shipping and receiving clerk, warehouse supervisor, manager

Union/Collective Bargaining: No. Employers surveyed report no unionization for this occupation.

Employer Responses: 15 employers, representing 62 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

VOCATIONAL AND EDUCATIONAL COUNSELORS**OES 315140**

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school degree or equivalent. Most require at least a bachelor's degree. Most indicate they require or prefer vocational or technical training prior to hire. Employers report a range of training between 24 - 72 months, with an average of 44 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of the following experience: counseling, working with elderly or youth, teaching, or other human services experience. Employers report 32 months as the average amount of experience.

Skills and Qualifications:

Talking to others to convey information effectively
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Actively looking for ways to help people
 Being aware of others' reactions and understanding why they react the way they do
 Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
 Understanding written sentences and paragraphs in work related documents
 Understanding the implications of new information for both current and future problem-solving and decision-making

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 12.47	\$14.38 - 17.74	\$10.50	\$16.06
New Hires, W/ Experience	\$7.50 - 16.53	\$11.94 - 35.96	\$11.03	\$20.74
After Three Years W/ Firm	\$8.25 - 18.22	\$15.00 - 38.36	\$12.70	\$21.82

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all Vocational and Educational Counselors work full time averaging 39 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	40%	0%
Dental Insurance	53%	33%	0%
Vision Insurance	47%	33%	0%
Life Insurance	33%	33%	7%
Sick Leave	80%	7%	0%
Vacation	60%	7%	0%
Retirement Plan	20%	60%	7%
Child Care	0%	7%	13%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Vocational and Educational Counselors**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and the Internet.

Turnover: Among employers surveyed, the rate is 12.0% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 300 - 310 (Large)

Gender: Employers responding indicate 18% of workers are male, 82% are female.

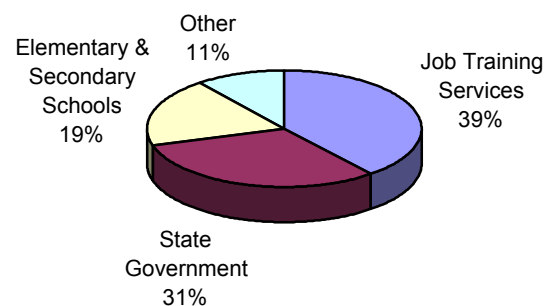
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	50
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 3.3%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Career Counselor, Vocational Services Advisor, Training Specialist, Resource Specialist

Related DOT Code: 045.107-010, 045.107-042, 045.117-010, 090.107-010, 169.267-026

Promotional Opportunities: May be promoted to senior career counselor, program manager, or assistant director

Union/Collective Bargaining: Yes. Many employers responding indicate their employees are unionized.

Employer Responses: 15 employers, representing 56 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

WAITERS AND WAITRESSES**OES 650080**

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

EMPLOYER REQUIREMENTS

Education and Training: Few employers report they require a high school diploma. Few indicate they prefer vocational or technical training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 24 months of experience as a waiter/waitress, bartender, or other food service related experience. Employers report 10 months as the average amount of experience.

Skills and Qualifications:

Actively looking for ways to help people
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Talking to others to convey information effectively
 Communicating effectively in writing as appropriate for the needs of the audience
 Being aware of others' reactions and understanding why they react as they do
 Using mathematics to solve problems

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 6.75	\$6.75
New Hires, W/ Experience	\$6.75 - 6.75	\$6.75
After Three Years W/ Firm	\$6.75 - 8.00	\$6.75

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

*All employers surveyed indicate that waiters/waitresses earn tips in addition to wages reported.

Hours Worked: Most Waiters & Waitresses work part-time averaging 24 hours per week. Some work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	0%	0%	0%	0%	0%	0%
Dental Insurance	0%	0%	0%	0%	0%	0%
Vision Insurance	0%	0%	0%	0%	0%	0%
Life Insurance	0%	6%	0%	0%	0%	0%
Sick Leave	13%	13%	0%	0%	0%	0%
Vacation	25%	13%	0%	0%	0%	0%
Retirement Plan	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Waiters and Waitresses**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, the Employment Development Department, and current employee referrals.

Turnover: Among employers surveyed, the rate is 53.5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 1,090 - 1,170 (Very Large)

Gender: Employers responding indicate 6% of workers are male, 94% are female.

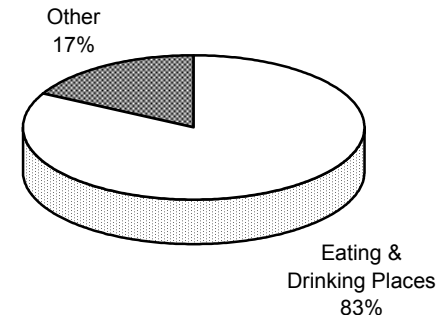
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	80
<u>Separations to 2006:</u>	440
Total Openings:	520

Growth Trends: The new job growth rate for this occupation is 7.3%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Servers

Related DOT Code: 311.677-010, 311.674-018, 311.477-030, 311.477-026

Promotional Opportunities: May be promoted to head waiter/waitress, supervisor, assistant manager or manager

Employer Responses: 18 employers, representing 140 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

WELDERS AND CUTTERS**OES 939140**

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to hiring an applicant for this occupation. Some indicate they require or prefer technical or vocational training prior to hire. This may take the form of welding school. Employers express a strong preference for workers with prior "hands-on" experience.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months of previous welding experience.

Skills and Qualifications:

Able to inspect and evaluate the quality of products
 Able to read blueprints
 Able to read working drawings
 Arc & gas welding skills
 Able to use precision tools and other equipment needed to do a job
 Able to perform routine maintenance and determine when and what type of maintenance is needed
 Able to install equipment, machines, wiring, or programs to meet specifications
 Possession of mechanical aptitude
 Able to use mathematics to solve problems
 Able to work continuously for 2 or more hours
 Able to work in awkward positions
 Able to work independently
 Able to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.00	\$6.00
New Hires, W/ Experience	\$6.50 - 14.01	\$9.75
After Three Years W/ Firm	\$7.76 - 16.50	\$12.00

Hours Worked: Among employers surveyed, all Welders and Cutters work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	50%	19%	0%
Dental Insurance	31%	13%	0%
Vision Insurance	6%	13%	0%
Life Insurance	31%	19%	0%
Sick Leave	25%	0%	0%
Vacation	75%	6%	0%
Retirement Plan	25%	13%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Welders**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 16 employers, representing 71 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 120 - 140 (Medium)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

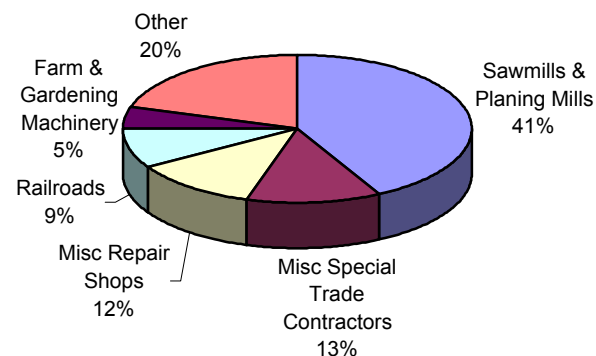
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years. A few expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Fabricator, Millwright

Related DOT Code: 810.384-014, 811.684-014, 819.361-010, 819.361-014, 819.384-010, 819.684-010, 810.384-010

Promotional Opportunities: May be promoted to lead welder, supervisor, millwright, or manager

Turnover: Among employers surveyed, the rate is 15.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

2002 - 2003

***NORTHERN RURAL TRAINING & EMPLOYMENT
CONSORTIUM (NoRTEC)***

TRAINING

DIRECTORY

OVERVIEW

The *2002/2003 Northern Rural Training & Employment Consortium (NoRTEC) Training Directory* is produced as part of the statewide CCOIS. The development of this directory is through a cooperative effort between the NoRTEC Consortium, the Labor Market Information Division of the State of California Employment Development Department, and the California Career Resource Network (CalCRN).

CalCRN is an interagency, state-level network created to provide support for career guidance and academic counseling programs designed to promote improved career and education decision making by individuals. CalCRN receives Carl D. Perkins funding from the US Department of Education and is part of the nationwide America's Career Resource Network (ACRN). At present the participating members of the CalCRN are:

- [California Department of Education](#)
- [Chancellor's Office of the California Community Colleges](#)
- [Employment Development Department](#)
- [Bureau for Private Postsecondary and Vocational Education](#)
- [Department of Rehabilitation](#)
- [Department of Social Services](#)
- [California Technology, Trade and Commerce Agency](#)
- [Employment Training Panel](#)
- [California Workforce Investment Board](#)

CalCRN is California's primary resource for career guidance and planning information to assist youth and adult career seekers. The mission of the CalCRN is to provide youth and adults with the career information and resources that enable them to reach their career goals.

The purpose of the *2002/2003 NoRTEC Training Directory* is to provide basic information on the training programs available to residents of the NoRTEC Consortium. Unless otherwise noted, the programs listed are those that prepare persons for entry into one or more specific occupations.

The Employment Development Department (EDD) does not endorse the schools listed in the training directory. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile. Please contact us if there are additional programs that should be included in future editions of this directory.

HOW CAN I USE THIS DIRECTORY?

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available throughout the consortium.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

LOCAL TRAINING PROVIDERS

Training is provided in the consortium for these occupations that were surveyed in Program Years 2000, 2001, 2002. Please refer to updated course catalogs or contact providers directly for current information. Training provider information may be found in the following pages:

ACCOUNTANTS AND AUDITORS

COLLEGE OF THE SISKIYOU
LASSEN COMMUNITY COLLEGE

ADMINISTRATIVE SERVICES MANAGERS

COLLEGE OF THE SISKIYOU
LASSEN COMMUNITY COLLEGE

AUTOMOTIVE MECHANICS

DEL NORTE REGIONAL OCCUPATIONAL PROGRAM
LASSEN COMMUNITY COLLEGE
LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM
MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM
PLUMAS/SIERRA COUNTY REGIONAL OCCUPATIONAL PROGRAM
TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

COLLEGE OF THE REDWOODS
LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM
NORTHSTATE BUSINESS COLLEGE

BUS DRIVERS, SCHOOL

FOSTER ELITE TRUCK DRIVING SCHOOL

CARPENTERS

DEL NORTE REGIONAL OCCUPATIONAL PROGRAM

CASHIERS

LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM

COMPUTER SUPPORT SPECIALISTS

COLLEGE OF THE SISKIYOU

CORRECTION OFFICERS AND JAILERS

COLLEGE OF THE SISKIYOU
LASSEN COMMUNITY COLLEGE
TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM

COUNTER AND RENTAL CLERKS

LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM

FIREFIGHTERS	COLLEGE OF THE SISKIYOU TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM
FIRST-LINE SUPERVISORS AND MANAGERS/SUPERVISORS - CLERICAL & ADMIN SUPPORT	FEATHER RIVER COLLEGE LASSEN COMMUNITY COLLEGE
FOOD PREPARATION WORKERS	CALIFORNIA ACADEMY OF FOOD & SERVICE MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM
FOOD SERVICE AND LODGING MANAGERS	MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM NORTHWEST TRAINING INSTITUTE
GENERAL MANAGERS AND TOP EXECUTIVES	COLLEGE OF THE SISKIYOU LASSEN COMMUNITY COLLEGE
GENERAL OFFICE CLERKS	COLLEGE OF THE SISKIYOU FEATHER RIVER COLLEGE LEARNING CENTER OF TEHAMA COUNTY LEARNING CENTERS OF TEHAMA COUNTY MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM NORTHSTATE BUSINESS COLLEGE TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM
LICENSED PRACTICAL NURSES	COLLEGE OF THE REDWOODS COLLEGE OF THE SISKIYOU
MAINTENANCE REPAIRERS, GENERAL UTILITY	LASSEN COMMUNITY COLLEGE LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM
MEDICAL ASSISTANTS	NORTHSTATE BUSINESS COLLEGE
NURSE AIDES	COLLEGE OF THE SISKIYOU
ORDER FILLERS, WHOLESALE AND RETAIL SALES	COLLEGE OF THE SISKIYOU

	FEATHER RIVER COLLEGE LEARNING CENTER OF TEHAMA COUNTY LEARNING CENTERS OF TEHAMA COUNTY MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM NORTHSTATE BUSINESS COLLEGE TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM
POLICE PATROL OFFICERS	COLLEGE OF THE SISKIYOU LASSEN COMMUNITY COLLEGE
RECEPTIONISTS AND INFORMATION CLERKS	COLLEGE OF THE SISKIYOU FEATHER RIVER COLLEGE LEARNING CENTER OF TEHAMA COUNTY LEARNING CENTERS OF TEHAMA COUNTY MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM NORTHSTATE BUSINESS COLLEGE TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM
SALESPERSONS, PARTS	LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM
TEACHERS AND INSTRUCTORS, VOCATIONAL EDUCATION AND TRAINING	COLLEGE OF THE SISKIYOU
TEACHERS, ELEMENTARY SCHOOL	COLLEGE OF THE SISKIYOU
TEACHERS, PRESCHOOL	COLLEGE OF THE SISKIYOU
TEACHERS, SECONDARY SCHOOL	COLLEGE OF THE SISKIYOU FEATHER RIVER COLLEGE LASSEN COMMUNITY COLLEGE
TRUCK DRIVERS, HEAVY OR TRACTOR-TRAILER	FOSTER ELITE TRUCK DRIVING SCHOOL
TRUCK DRIVERS, LIGHT, INCLUDE DELIVERY AND ROUTE WORKERS	FOSTER ELITE TRUCK DRIVING SCHOOL
WELDERS AND CUTTERS	COLLEGE OF THE SISKIYOU LASSEN COMMUNITY COLLEGE

Provider: CALIFORNIA ACADEMY OF FOOD & SERVICE
Physical Address: 500 RIVERSIDE WAY
 RED BLUFF CA, 96080
School Type: Proprietary (Private) Business and Technical Schools
Phone: (530) 529-2482
Fax: (530) 529-9250
Internet/URL: [not applicable](#)
Email: cafs@snowcrest.net

Occupational Title(s):
 FOOD PREPARATION WORKERS

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	No		
ESL:	No		

Training Program(s):
 Food Preparation/Professional Cooking/Kitchen Assistant

Provider: COLLEGE OF THE REDWOODS
Physical Address: 883 W. WASHINGTON BLVD.
 CRESCENT CA, 95531
School Type: Community Colleges
Phone: (707) 465-2300
Fax: (707) 464-6867
Internet/URL: www.redwoods.edu<http://www.redwoods.edu#>
Email: not available

Occupational Title(s):
 BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS
 LICENSED PRACTICAL NURSES

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
ESL:	No		

Training Program(s):
 Accounting Technology/Technician and Bookkeeping
 Licensed Practical /Vocational Nurse Training (LPN, LVN, Cert)

Provider: COLLEGE OF THE SISKIYOU
Physical Address: 800 COLLEGE AVENUE
 WEED CA, 96094-2899
School Type: Community Colleges
Phone: (530) 938-4461
Fax: (530) 938-5227
Internet/URL: <http://www.siskiyous.edu/>
Email: <mailto:info@siskiyous.edu>

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

Occupational Title(s):

ACCOUNTANTS AND AUDITORS
ADMINISTRATIVE SERVICES MANAGERS

COMPUTER SUPPORT SPECIALISTS
CORRECTION OFFICERS AND JAILERS

FIREFIGHTERS
GENERAL MANAGERS AND TOP EXECUTIVES

GENERAL OFFICE CLERKS
LICENSED PRACTICAL NURSES

NURSE AIDES
ORDER FILLERS, WHOLESALE AND RETAIL SALES
POLICE PATROL OFFICERS

RECEPTIONISTS AND INFORMATION CLERKS

TEACHERS AND INSTRUCTORS, VOCATIONAL EDUCATION

TEACHERS, ELEMENTARY SCHOOL

TEACHERS, PRESCHOOL

TEACHERS, SECONDARY SCHOOL

WELDERS AND CUTTERS

Training Program(s):

Accounting
Business Administration and Management, General

Computer Systems Networking and Telecommunications
Corrections
Criminal Justice/Police Science

Fire Science/Firefighting
Business Administration and Management, General

General Office Occupations and Clerical Services
Licensed Practical /Vocational Nurse Training (LPN, LVN, Cert)

Nurse/Nursing Assistant/Aide and Patient Care Assistant
General Office Occupations and Clerical Services
Criminal Justice/Police Science

General Office Occupations and Clerical Services

Education, General

Education, General

Education, General

Education, General

Welding Technology/Welder

Provider: DEL NORTE REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 301 W. WASHINGTON BLVD.
CRESCENT CA, 95531
School Type: Secondary Schools with Occupational Programs (ROP and
vocational/occupational education)
Phone: (707) 464-0780
Fax: (707) 464-0295
Internet/URL: <http://www.delnorte.k12.ca.us/>
Email: lfugate@delnorte.k12.ca.us

Occupational Title(s):

AUTOMOTIVE MECHANICS
CARPENTERS

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

Training Program(s):

Automobile/Automotive Mechanics Technology/Technician
Carpentry/Carpenter

Provider: FEATHER RIVER COLLEGE
Physical Address: 570 GOLDEN EAGLE AVENUE
QUINCY CA, 95971-6023
School Type: Community Colleges
Phone: (530) 283-0202
Fax: (530) 283-3757
Internet/URL: <http://www.frc.edu>
Email: <mailto:info@frc.edu>

Occupational Title(s):

FIRST-LINE SUPERVISORS AND MANAGERS/SUPERVISORS -
CLERICAL AND ADMINISTRATIVE
GENERAL OFFICE CLERKS
ORDER FILLERS, WHOLESALE AND RETAIL SALES
RECEPTIONISTS AND INFORMATION CLERKS
TEACHERS, SECONDARY SCHOOL

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

Training Program(s):

Office Management and Supervision
General Office Occupations and Clerical Services
General Office Occupations and Clerical Services
General Office Occupations and Clerical Services
Physical Education Teaching and Coaching

Provider: FOSTER ELITE TRUCK DRIVING SCHOOL
Physical Address: 1450 SCHWAB STREET SUITE A
RED BLUFF CA, 96080
School Type: Proprietary (Private) Business and Technical Schools
Phone: (800) 927-3535
Fax: (530) 527-5427
Internet/URL: [not applicable](#)
Email: fosterelite@tco.net

Occupational Title(s):

BUS DRIVERS, SCHOOL
TRUCK DRIVERS, HEAVY OR TRACTOR-TRAILER
TRUCK DRIVERS, LIGHT, INCLUDE DELIVERY AND ROUTE WORKERS

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
ESL:	No		

Training Program(s):

Truck and Bus Driver/Commercial Vehicle Operation
Truck and Bus Driver/Commercial Vehicle Operation
Truck and Bus Driver/Commercial Vehicle Operation

Provider: LASSEN COMMUNITY COLLEGE
Physical Address: HIGHWAY 139
 SUSANVILLE CA, 9613-3000
School Type: Community Colleges
Phone: (530) 257-6181
Fax: (530) 257-8964
Internet/URL: <http://www.lassen.cc.ca.us>
Email: <mailto:jcouso@lassen.cc.ca.us>

Occupational Title(s):

ACCOUNTANTS AND AUDITORS
 ADMINISTRATIVE SERVICES MANAGERS
 AUTOMOTIVE MECHANICS

CORRECTION OFFICERS AND JAILERS

FIRST-LINE SUPERVISORS AND MANAGERS/SUPERVISORS

GENERAL MANAGERS AND TOP EXECUTIVES

MAINTENANCE REPAIRERS, GENERAL UTILITY

POLICE PATROL OFFICERS

TEACHERS, SECONDARY SCHOOL

WELDERS AND CUTTERS

Welding Technology/Welder

Provider: LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 472-013 JOHNSTONVILLE ROAD NO.
 SUSANVILLE CA, 96130
School Type: Secondary Schools with Occupational Programs (ROP and
 vocational/occupational education)
Phone: (530) 257-7214
Fax: (530) 257-2518
Internet/URL: [not applicable](#)
Email: not applicable

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: No
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: No

Training Program(s):

Accounting
 Business Administration and Management, General
 Automobile/Automotive Mechanics Technology/Technician

Corrections

Criminal Justice/Police Science

Corrections and Criminal Justice, Other

Office Management and Supervision

Business Administration and Management, General

Agricultural Mechanization, General

Criminal Justice/Police Science

Physical Education Teaching and Coaching

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title(s):

AUTOMOTIVE MECHANICS
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS
CASHIERS
COUNTER AND RENTAL CLERKS
MAINTENANCE REPAIRERS, GENERAL UTILITY
SALESPERSONS, PARTS

Training Program(s):

Automobile/Automotive Mechanics Technology/Technician
Accounting Technology/Technician and Bookkeeping
Retailing and Retail Operations
Retailing and Retail Operations
Agricultural Mechanization, General
Retailing and Retail Operations

Provider: LEARNING CENTER OF TEHAMA COUNTY
Physical Address: 20 ANTELOPE BLVD.
RED BLUFF CA, 96080
School Type: Public Adult Schools with Occupational Programs
Phone: (530) 527-0188
Fax: (530) 527-0273
Internet/URL: <http://www.lctconline.net>
Email: lctc@snowcrest.net

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

Occupational Title(s):

GENERAL OFFICE CLERKS
ORDER FILLERS, WHOLESALE AND RETAIL SALES
RECEPTIONISTS AND INFORMATION CLERKS

Training Program(s):

General Office Occupations and Clerical Services
General Office Occupations and Clerical Services
General Office Occupations and Clerical Services

Provider: LEARNING CENTERS OF TEHAMA COUNTY
Physical Address: 315 MARIN STREET
CORNING CA, 96021
School Type: Public Adult Schools with Occupational Programs
Phone: (530) 527-0188
Fax: (530) 527-0273
Internet/URL: <http://www.lctconline.net>
Email: <mailto:lctc@snowcrest.net>

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

Occupational Title(s):

GENERAL OFFICE CLERKS
ORDER FILLERS, WHOLESALE AND RETAIL SALES
RECEPTIONISTS AND INFORMATION CLERKS

Provider: MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 139 HENDERSON STREET
ALTURAS CA, 96101
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 5302337103
Fax: (530) 233-5531
Internet/URL: [not applicable](#)
Email: ahopkins@hdo.net

Occupational Title(s):

AUTOMOTIVE MECHANICS
FOOD PREPARATION WORKERS
FOOD SERVICE AND LODGING MANAGERS
GENERAL OFFICE CLERKS
MAINTENANCE REPAIRERS, GENERAL UTILITY
ORDER FILLERS, WHOLESALE AND RETAIL SALES
RECEPTIONISTS AND INFORMATION CLERKS

Provider: NORTHSTATE BUSINESS COLLEGE
Physical Address: 1132 METZGER STREET
RED BLUFF CA, 96080
School Type: Proprietary (Private) Business and Technical Schools
Phone: (530) 528-1021
Fax: (530) 528-1029
Internet/URL: [not applicable](#)
Email: not applicable

Training Program(s):

General Office Occupations and Clerical Services
General Office Occupations and Clerical Services
General Office Occupations and Clerical Services

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
ESL:	No		

Training Program(s):

Automobile/Automotive Mechanics Technology/Technician
Institutional Food Workers
Institutional Food Workers
General Office Occupations and Clerical Services
Building/Property Maintenance and Management
General Office Occupations and Clerical Services
Receptionist
General Office Occupations and Clerical Services

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

Occupational Title(s):

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS
 GENERAL OFFICE CLERKS
 MEDICAL ASSISTANTS
 ORDER FILLERS, WHOLESALE AND RETAIL SALES
 RECEPTIONISTS AND INFORMATION CLERKS

Training Program(s):

Accounting Technology/Technician and Bookkeeping
 General Office Occupations and Clerical Services
 Medical Office Management/Administration
 General Office Occupations and Clerical Services
 General Office Occupations and Clerical Services

Provider: NORTHWEST TRAINING INSTITUTE
Physical Address: 1126 WASHINGTON STREET
 RED BLUFF CA, 96080
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (530) 527-1524
Fax: (530) 527-1524
Internet/URL: [not applicable](#)
Email: ninstitute@cs.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry/Open Exit:	Yes		
Distance Learning:	No		
ESL:	No		

Occupational Title(s):

FOOD SERVICE AND LODGING MANAGERS

Training Program(s):

Hospitality Administration/Management, General

Provider: PLUMAS/SIERRA COUNTY REGIONAL OCCUPATIONAL PROGRAM
 No
Physical Address: 50 CHURCH STREET
 QUINCY CA, 95971
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (530) 283-6500
Fax: (530) 283-6509
Internet/URL: <http://www.pcoe.k12.ca.us>
Email: jcarter@pcoe.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

Occupational Title(s):
AUTOMOTIVE MECHANICS

Training Program(s):
Automobile/Automotive Mechanics Technology/Technician

Provider: TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 1135 LINCOLN ST
RED BLUFF CA, 96080
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (530) 527-5811
Fax: (530) 529-4120
Internet/URL: <http://www.tcde.tehama.k12ca.us>
Email: jcunnin@tcde.tehama.k12ca.us<http://jcunnin@tcde.tehama.k12ca.us#>

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
ESL:	Yes		

Occupational Title(s):
AUTOMOTIVE MECHANICS
CORRECTION OFFICERS AND JAILERS
FIREFIGHTERS
GENERAL OFFICE CLERKS
MAINTENANCE REPAIRERS, GENERAL UTILITY
ORDER FILLERS, WHOLESALE AND RETAIL SALES
RECEPTIONISTS AND INFORMATION CLERKS

Training Program(s):
Automobile/Automotive Mechanics Technology/Technician
Corrections
Fire Protection, Other
General Office Occupations and Clerical Services
Agricultural Mechanization, General
General Office Occupations and Clerical Services
General Office Occupations and Clerical Services

